

**BOARD OF HEALTH AGENDA**  
**August 23, 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.*

Join link:

<https://eauclairecounty.webex.com/eauclairecounty/j.php?MTID=md4d0155578bd401b84f1545808ff20c5>

Webinar number:

2539 093 2335

Webinar password:

M4MefWZs3S4 (64633997 from phones and video systems)

Join by phone

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Access code: 253 909 32335

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@eauclairecounty.gov](mailto:gina.holt@eauclairecounty.gov) 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. City of Eau Claire Zoning Update Presentation -20 minutes
4. Consent Agenda (Action Required-approved for full content)-5 minutes
  - a. Approval of minutes from July 26, 2023, meeting -enclosed

- b. Approval of Grant/Contract related budget adjustments-enclosed
5. Business Item (Action Required)-*60 minutes*
    - a. Approved 2023 fee change for Hepatitis B Vaccination-enclosed
    - b. Approve 2024 Health Department Fees -Matt mentioned this may be good to go
      - Approve all 2024 Health Department fees
      - Adopt BOH State Agent Program fee resolutions-
        - i. Resolution 23-1 Adopting fees for Retail Food Establishments and Mobile Food Processing Facilities
        - ii. Resolution 23- 2 Adopting fees for Swimming Pools and Recreational Facilities
        - iii. Resolution 23- 3 Adopting fees for Bed & Breakfast Establishments, Motels- Hotels, and Tourist Rooming Houses
        - iv. Resolution 23- 4 Adopting fees for Body Art Facilities
        - v. Resolution 23-5 Adopting fees for Manufactured Home Communities
    - c. Review and approve 2022 Year End Financial report-enclosed
    - d. Appoint Board of Health representative on City Fireworks Committee -enclosed
  6. Other information items from staff for the Board-*15 minutes*
    - a. Monthly Health Department Report-enclosed
    - b. 2024 Budget update -verbal
    - c. Performance Management Update-enclosed
    - d. Strategic Plan Update –enclosed
    - e. Eau Claire Health Alliance Quarterly Update-enclosed
    - f. National Public Health Re-Accreditation update -enclosed
  7. Board member informational items -*10 minutes*
    - a. Quarterly review of BOH priorities tracking-enclosed
    - b. Public Health Policy/Advocacy-
      - WPHA/WALHDAB legislative update-verbal
    - c. Standing Committee Updates: verbal
      - City Council: [City Council Agendas | City of Eau Claire, Wisconsin \(eauclairewi.gov\)](#)
      - County Board: [2022 Meeting Agendas & Minutes | Eau Claire County \(eau-claire.wi.us\)](#)
      - Ground Water Advisory Committee: [Groundwater Advisory | Eau Claire County \(eau-claire.wi.us\)](#)
      - Opioid Settlement Task Force: [Opioid Task Force](#)
      - Other
  8. Requests from Board members for future agenda items to be given consideration-*5 minutes*
  9. Next business meeting – September 27, 2023, 5:15 p.m.-



Date: August 23, 2023  
To: Eau Claire City-County Board of Health  
From: Ned Noel, Planning Manager, AICP  
Re: Input discussion on Century Code Update

The City's set of development codes are being revised under the Century Code Update. This includes the zoning, subdivision, stormwater, and portions of other municipal ordinances such as the building code (signs, lighting, etc.). More can be found at the project website (<https://eau-claire-zoning-code-rewrite-hlplanning.hub.arcgis.com/>) and to share individual input. Existing codes can be accessed at (<https://www.eauclairewi.gov/government/code-of-ordinances>).

As part of the community engagement phase, Planning staff and the consultant team have been asking stakeholders and City boards and committees similar questions to align feedback. Summary takeaways will be presented to the City Council and Plan Commission at their next joint Zoning Policy Advisory Committee (ZPAC) meeting on September 5<sup>th</sup>. Preliminary policy direction will be sought at that time to move into analysis and recommendation testing. This will inform drafting of code standards with final adoption anticipated later in the fall of 2024.

The physical/built environment can influence health outcomes in numerous ways. See County Health Rankings at <https://www.countyhealthrankings.org/explore-health-rankings/county-health-rankings-model/health-factors/physical-environment>. The following set of questions can be discussed at the meeting and are provided in advance to prepare responses and ideas.

### **Housing Diversity?**

Which housing types would you like to see more or less of in Eau Claire in the future? For example:

- Single-family homes
- Tiny homes
- Accessory dwelling units
- Duplexes
- Triplexes
- Townhomes/rowhomes
- Cottage courts
- Medium-size multifamily building
- Large-size multifamily building
- Apartment/condo complex
- Upper-floor residential over ground-floor commercial

### **Housing Locations?**

Where in the community are your preferred housing types most appropriate? For example:

- Integrated into existing single-family neighborhoods
- Integrated into existing/new mixed-density residential neighborhoods
- In existing multifamily areas
- Along commercial corridors
- In proximity to Downtown Eau Claire
- In proximity to UW-Eau Claire

### **Development Improvements?**

How should future multifamily and nonresidential development be improved? For example:

- Improved landscaping
- Improved parking lots
- Improved sidewalks and pedestrian spaces
- Improved bicycle infrastructure
- Improved appearance of signs
- Improved zoning enforcement

### **More Development Improvements?**

What are your top priorities for updates to design standards for different types of development? For example:

- Higher-quality building materials
- Variety of building styles
- Variety of building sizes
- Variety of building heights
- Deemphasized garage design facing street
- Greater quantity of windows
- Screening of mechanical equipment

### **User-Friendliness or Other Concerns?**

- How can the zoning code be made more user-friendly?
- What is missing?
- What is overly cumbersome?
- What is outdated and needs to be modernized?
- What is working well and should remain the same?



# CENTURY CODE UPDATE



Boards, Committees & Commission Input

# Eau Claire Zoning Timeline

**1923**

Eau Claire's first zoning code was adopted and divided the City into 5 districts. Fun fact, the entire code was only 7 pages long.

**1952**

This was the first major overhaul to the 1923 code and many of the City's current dimensional standards and use separations were established during this update.

**1990**

The latest overhaul to the City's code occurred in 1990. A lot has changed in the past 33 years requiring the City take another holistic look at its code.

# Century Code Update Process

1. Project Initiation
2. Community Engagement
3. Current Zoning Code Analysis & Preliminary Recommendations
4. District & Use Standards
5. Development & Sign Standards
6. Planned Development & Zoning Procedures
7. Draft & Final Zoning Code





# Housing Diversity

» Which housing types would you like to see more or less of in Eau Claire in the future? For example:

- » Single-family homes
- » Tiny homes
- » Accessory dwelling units
- » Duplexes
- » Triplexes
- » Townhomes/rowhomes
- » Cottage courts
- » Medium-size multifamily building
- » Large-size multifamily building
- » Apartment/condo complex
- » Upper-floor residential over ground-floor commercial





# Housing Diversity - Locations

- » Where in the community are your preferred housing types most appropriate? For example:
  - » Integrated into existing single-family neighborhoods
  - » Integrated into existing/new mixed-density residential neighborhoods
  - » In existing multifamily areas
  - » Along commercial corridors
  - » In proximity to Downtown Eau Claire
  - » In proximity to UW-Eau Claire



# Development Improvements

- » What are your top priorities for updates to design standards for different types of development? For example:
  - » Higher-quality building materials
  - » Variety of building styles
  - » Variety of building sizes
  - » Variety of building heights
  - » Deemphasized garage design facing street
  - » Greater quantity of windows
  - » Screening of mechanical equipment



# Development Improvements

- » How should future multifamily and nonresidential development be improved? For example:
  - » Improved landscaping
  - » Improved parking lots
  - » Improved sidewalks and pedestrian spaces
  - » Improved bicycle infrastructure
  - » Improved appearance of signs
  - » Improved zoning enforcement



# User-Friendliness

- » How can the zoning code be made more user-friendly?

## Other Issues & Concerns

- » What is missing?
- » What is overly cumbersome?
- » What is outdated and needs to be modernized?
- » What is working well and should remain the same?

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

The Board of Health convened in open session at 5:15 pm  
The meeting was called to order by Donald Bodeau

**Board Members Present  
Quorum is reached**

Jennifer Eddy  
Don Bodeau  
Kim Cronk  
Mark Kaeding  
Catherine Wildenberg  
Terry Miskulin  
True Vue

**Board Members Absent:**  
Joshua Miller

**Staff Members Present:**

Lieske Giese  
Hannah Artz  
Marisa Stanley  
  
Gina Holt (recorder)

**Order of Agenda Request to pull items from Consent Agenda**

- None received

**Public Comment:**

- None received

**Consent Agenda (Action Required)- 5 minutes**

- Approval of minutes from May 17, 2023 meeting
- Approval of minutes from June 22, 2023 meeting
- Approval of Grant/Contract Related Budget Adjustments
- Approval of Donation/Stipends

**Motion to approve Consent Agenda:** Mark Kaeding

**2nd Motion:** Kim Cronk

**Motion Carried: Yes (unanimous vote)**

**Business Item:**

- Receive Quarterly Financial Update
  - Cash is up from prior quarter and year mainly due to when revenue is received vs when expenses are paid.
  - Nothing substantial to report as concerns.

**Motion to receive Quarterly Financial Update as presented by staff:** Jennifer Eddy

**2nd Motion:** Catherine Wildenberg

**Motion Carried: Yes (unanimous vote)**

- Approve remote meeting attendance policy
  - This is an update to the Board of Health Remote attendance Policy that was created during the Public Health Emergency.
  - The updated policy was drafted using guidance from City Council and the County Board attendance policy.
  - A reminder will be sent to Board members when they receive the monthly board packet to provide 48-hour advance notice of remote attendance as well as logging in 15 minutes prior to the meeting.
  - Goal of remote attendance is to align with our equity value.

**Motion to approve Remote Meeting Attendance Policy as presented by staff:** Kim Cronk  
**2nd Motion:** True Vue

- c. Approve Immunize Wisconsin Grant
- HPV/TDAP/Meningococcal vaccines will be the focus.
  - Discussed challenges with vaccination rates.

**Motion to approve Immunize Wisconsin Grant as presented by staff:** Mark Kaeding  
**2nd Motion:** Terry Miskulin  
**Motion Carried: Yes (unanimous vote)**

- d. Approve 2022 Fund Balance Account allocations
- Every year the Board approves allocation of the fund balance.
  - The three account allocations suggestions are for Capital Purchases, working capital, and special projects. The suggestions support Board policy and strategic plan goals.

**Motion to approve 2022 Fund Balance Account Allocations as presented by staff:** Catherine Wildenberg  
**2nd Motion:** Jennifer Eddy  
**Motion Carried: Yes (unanimous vote)**

- e. Approve 2024 portion of 2020 – 2024 Health Department Capital Improvement Plan
- We are in the last year of the 5 year capital improvement plan. This was a new planning tool for us.
  - Projects and equipment within the CIP may change as priorities and technology evolve and will be brought to the board for approval.
  - The amount for approval for 2024 is for \$203,526.

**Motion to approve 2024 portion of Health Department Capital Improvement Plan as presented by staff:** Kim Cronk  
**2nd Motion:** Catherine Wildenberg  
**Motion Carried: Yes (unanimous vote)**

- f. Approve 2024 Pay Plan
- This is an overall increase to employees as a 2.5% cost of living increase.
  - Economic increases promote retention of current employees, as well as recruitment.

**Motion to receive 2024 Pay Plan as presented by staff:** Mark Kaeding  
**2nd Motion:** True Vue  
**Motion Carried: Yes (unanimous vote)**

- g. Review and approve draft 2024 Health Department Budget
- This is the first approval of the 2024 budget. The final budget will be approved by the BOH in December 2023.
  - The current budget is being built with the need to use fund balance for Operations and Capital Improvement.
  - The 2.5% cost of living was built into the budget draft.

- Our biggest concern right now is around tax levy funding. A 3% change in tax levy was built into the budget as a starting point which is in alignment with previous years.
- In the past we have left placeholders in the budget for things like ending of a grant or positions that may be open. This year's budget has been built without those place holders.
- ARPA funding goes through 2024 and has been planned to be used to address recovery.
- There is a rent increase in 2024, however it is less than we originally had thought. The lease agreement is reviewed annually.
- Tax levy discussion: Every year there is a meeting between the health department, city and county to discuss tax levy as described in Ordinance. County Administrator, County Finance, City Administrator, City Finance, and City Legal were present this year.
  - The county included the purposed 3% tax levy increase in their 2024 draft budget.
  - The city has preliminarily indicated that they were planning on a \$280,000 decrease to city levy going to the health department with indication that funding is needed for a new Neighborhood Services Division. There are policy and funding issues that affect the Health Department with the city plan.
  - The biggest question right now is trying to figure out the levy component. If there is a city decrease in levy, it typically would mean a decrease in county levy funding due to ordinance language.
  - We proposed to the city that we talk about how things are currently happening related to referenced programs. We have asked to provide an opportunity to present the work that the Health Department does related to the proposed Neighborhood Services Division to the Board of Health, City Council, and County Board. Board members will be updated as these conversations move forward.

***Motion to approve draft 2024 Health Department Budget as presented by staff:*** Terry Miskulin

***2nd Motion:*** Catherine Wildenberg

***Motion Carried: Yes (unanimous vote)***

**Other information items from staff for the Board**

- a. Health Department Report-
  - Reflects June and July events.
  - Service Recognition-Beth Draeger, Division Manager, 25 years
- b. Health Department Program Summary grid
  - This provides a snapshot of HD programs and how they are funded.
  - The health department receives very little state funding.
  - This document shows the critical services that the Health Department Provides.
- c. Fee Framework Discussion
  - Reviewed current Fee Policy
  - Increase in DATCP reimbursement to the state.
  - Planned changes in Recreational/Educational Camp licensing due to a DATCP code change as well as a restructure of the Recreational Water (Pool) licensing classifications based on State code changes.
  - Request made for any direction from the BOH for 2024 fees.
  - Board discussed that 70-100% cost of services is fair, and that the policy looks good.

- d. Director Performance review mid-point update
  - The four performance objectives were reviewed.
  - No specific changes proposed by BOH.

**Board member informational items**

- a. Review Board of Health Evaluation
    - Evaluation results were reviewed. No specific action needed.
  - b. Board of Health member term discussion
    - Two board members terms end in 2023, both are Physician required members.
    - Starting to think about what that looks like and how to move forward with recruitment.
    - Board members are encouraged to share names or start conversations with people that they may know to be part of the board.
  - c. Public Health Policy/Advocacy – WPHA/WAHLDAB update  
[Press Release: Gov. Evers Signs Bipartisan Package of Affordable Housing Legislation \(govdelivery.com\)](#)
  - d. Standing Committee Updates: verbal
    - City Council: [City Council Agendas | City of Eau Claire, Wisconsin \(eauclairewi.gov\)](#)
      - o The City passed a water resolution that the Health Department is hoping to be part of.
    - County Board: [County Board Meeting Agendas and Minutes](#)
      - o Zoning Land Code was passed.
      - o Approval from the Opioid Task Force-Lockbox and Narcan/fentanyl test strips.
      - o Nancy Coffey has been named new County Board Chair.
    - Ground Water Advisory Committee: [Groundwater Advisory | Eau Claire County \(eau-claire.wi.us\)](#)
    - Opioid Settlement Task Force: [Opioid Task Force](#)
    - Other
2. Requests from Board members for future agenda items to be given consideration-none made
  3. Next business meeting – August 23, 2023, 5:15 p.m.
  4. Don Bodeau Adjourn the meeting at 7:03 pm



**Fact Sheet – 8/23/2023 Board of Health Meeting**

**Agenda Item 4.b**

**Grant/Contract Related Budget Adjustments**

Attached is a contract related budget adjustments which impacts the 2023 budget.

Budget Implication: Increase 2023 budget by \$44,200.

Staff recommendation: Approve budget adjustment as indicated.

Name	Funding Source	Description	Contract Start	Contract End	Contract Amount	In Budget	Increase (Decrease) in Budget
Family Foundations American Rescue Plan Round 1	Maternal, Infant and Early Childhood Home Visiting Grant Program	This allocation increase will be used to provide additional emergency supplies to Nurse-Family Partnership families. Supplies include diapers, baby wipes, diaper cream, infant formula, Personal Protective Equipment, cleaning supplies, water and food.	10/01/22	09/30/23	\$19,240	\$15,200	\$4,000
Women Infants Children (WIC)	US Department of Agriculture	This one-time allocation increase will be used to cover direct program costs (current staffing) as well as additional medical supplies, training and outreach.	01/01/23	12/31/23	\$399,675	\$377,000	\$22,700
NACCHO MRC Rise Grant	United States Dept of Health and Human Services Medical Reserve Corps Small Grant Program	This one-time additional grant funding will be used to support Preparedness Specialist and LTE intern position hours and outreach volunteer management products.	12/01/22	09/15/23	\$67,500	\$50,000	\$17,500
			<b>Total</b>		<b>\$486,415</b>	<b>\$442,200</b>	<b>\$44,200</b>

Fact Sheet – 8/23/2023 Board of Health Meeting

Agenda Item 5.a

Hepatitis B Private Pay Vaccination Fee Update and Implementation for 2023

This is a request for BOH approval to update the fee for Hepatitis B private pay vaccination for the remainder of 2023. The current cost of a Hepatitis B vaccination series is \$270. The new fee will be \$292. The fee increase is to cover costs of vaccine and administration associated with a change from Hepatitis B vaccine three-dose series to a two-dose series.

Preventing Hepatitis B in the community is a core public health service. Hepatitis B can cause serious illness and hospitalization, and can lead to chronic hepatitis, cirrhosis of the liver and liver cancer. The best way to prevent Hepatitis B infection is to get the Hepatitis B vaccine series. The Hepatitis B vaccine can be started at birth and completed within the first several months of life. As of April 2022, the Advisory Committee on Immunization Practices (ACIP) recommends Hepatitis B vaccination among all adults aged 19-59 and some adults  $\geq 60$ .

With the Inflation Reduction Act, by the end of 2023 most adults with insurance will have coverage or decreased out of pocket for all ACIP recommended vaccines, including Hepatitis B. The vaccine for adult program now includes these ACIP recommendations for Hepatitis B vaccines as well, and Hepatitis B vaccines can be given free of charge to adults 19-59 who do not have insurance.

The Eau Claire City County Health Department has offered the services of private pay Hepatitis B vaccination for many years. This service is a convenience to individuals and employers to ensure coverage against Hepatitis B disease. As of 4/24/2023, only 47% of Eau Claire County residents 19-59 were up to date on the Hepatitis B vaccine series.

Hepatitis B vaccines have been a three-dose series for many years, but in 2017 the ACIP approved Heplisav-b a two-dose single antigen Hepatitis B vaccine series. This vaccine series can be completed in 1 month, which greatly improves completion rates of the series. Prior to a two-dose series, national surveys estimated that in adults 19 and older seventy-five percent did not receive all three doses of the vaccine series, resulting in inadequate protection against the Hepatitis B virus. In head-to-head clinical studies, Heplisav-b provided higher and faster rates of protection when compared to three-dose series.

**Staff Recommendation:**

The Eau Claire City County Health Department will switch to the Heplisav-b for public and private doses. Public doses will be obtained through the Wisconsin Immunization program with funding from the Vaccine for Adult program (317) and are currently available to us. Private doses will be purchased from national distributors for vaccination in 2023.

**Budget Implications:**

Cost of vaccine and administration for two doses of Heplisav-b in 2023 is \$292 compared to \$270 for currently used three-dose series. Vaccination fee will be updated for 2024. Private dose costs will be 100% reimbursed by individual payment.

**Fact Sheet- 08/23/2023 Board of Health****Meeting Agenda Item 5.b****2024 Health Department Fees**

The ECCCHD has a variety of fees for departmental services, products, permits and licenses. Annually the department develops and administers fees to assure the health of the public is protected and that the cost of essential programs is covered appropriately. The Board of Health is the policy body that reviews and ultimately establishes Health Department Fees while also recommending some fees for establishment by another policy body – City Council or County Board. Health Department fees are established in two primary methods:

1. The amendment of a law, rule, regulation, or ordinance such as in the licensing programs.
2. The publication of an established fee such as in the reproductive health clinic or public health lab.

Costs of services, licenses, and products are partially or wholly covered by fees charged. Annually, fees are analyzed by staff and the Health Department Fee Policy (attached) is utilized to develop an updated fee schedule as part of budget process. Updated fees are provided to the Board of Health for review and approval. Fee changes occur for a variety of reasons including:

- Changes to staffing and associated costs including hourly rate + benefits
- Changes to indirect costs including administrative overhead
- Changes to other costs including supplies, training, equipment, etc.
- Changes to staff time allocation due to new or modified program requirements
- Progressive/intentional increases to fees to capture higher % of actual costs if not at 100%

Proposed fees for 2024 are listed in the attached chart. They are grouped by program area and provide historic information, the % change from the previous year, and the % of that program/service/product cost that is covered with the proposed fee. Those fees that are recommended for approval by another policy body, either wholly or in part, are labeled as such in the chart. These generally include the following program areas: honey bee and poultry keeping, refuse & recycling trucks, massage facilities, and housing. Additional information is provided below.

**Reproductive health fees** are set to represent the reasonable cost of each service/product based on a cost analysis. The majority of our patients qualify for Family Planning Only Service (FPOS), a form of Medicaid (MA). MA does not reimburse at our full costs. The fees spreadsheet lists full costs. We capture 100% of the maximum amount reimbursable by MA for each item. We do not receive 100% of the cost of our services from the patients based on fees. To assure that reproductive health fees continue to remain affordable for our direct-pay patients, we offer an income-based discount fee schedule as required by our grant for those patients who do not qualify for FPOS. Additionally, as part of Title X requirements, patients at or under 100% of the Federal Poverty guidelines will never receive a bill regardless of whether they qualify for assistance. No patient is turned away due to inability to pay, assuring access to reproductive health care for all. Along with MA reimbursement and patient fees, we receive state grant funding to offset costs.

A grant through Title X provides the majority of grant funding to the reproductive health clinic. This grant requires that a full cost analysis be completed every three years. The most recent one was in late 2021 for fee-setting in 2022. A review of that analysis is done annually until the next full process to make any necessary changes to fees. The reproductive health program has not seen rate changes for the past several years due to a number of factors, including, personnel savings from unfilled positions, reduced services during the COVID-19 response, and efficiencies in providing service. Additionally, increases in fees for reproductive health do

not have a noticeable, direct impact on revenue generated since most patients rely on FPOS/MA which has a set reimbursement rate regardless of the fee charged. A full cost analysis will again be completed in 2024 to take effect for 2025-2027.

The 2024 fees reflect the addition of 6 fees that were not previously set. These include a new Supply By Mail fee that was approved at the March 2023 Board of Health meeting, and 5 fees related to STI testing and provision of the HPV vaccine. The 3 new STI fees include Chlamydia, Gonorrhea, and Trichomonas Vaginalis. We do not regularly bill for these tests currently but are anticipating the possibility of incorporating a new product for self-collected rapid tests for clients. If we move forward with this testing option, we will need these fees added for billing FPOS or private-pay patients. The 2 new fees related to HPV vaccination are for the cost of the vaccine and a vaccine administration fee. We also do not bill these regularly, however, some of our clients are not eligible for no cost VFC or VFA vaccines and the purchase and billing of private stock vaccines would allow us to provide and bill these needed vaccinations.

The fees for reproductive health only reflect services with a set fee on the fee schedule. Outside labs, medications and supplies are not included in the fee schedule, and pricing for those items is set utilizing the Fee Setting Policy as they are procured and dispensed. This policy accounts for pricing variables throughout the year, allowing us to be flexible in meeting the requirements for 340B products and provide the best pricing for non-340B products for our patients.

**Environmental health fees:** The ECCCHD has an ongoing contract with multiple state agencies to inspect local businesses including restaurants and other retail food establishments, lodging facilities, mobile home parks, campgrounds, recreational water facilities, and body art establishments. There are some major advantages for the community to take on these programs. A portion of each license fee is paid to the State per the requirements of our agent contracts. [https://www.eauclairewi.gov/government/Board of Health Regulations](https://www.eauclairewi.gov/government/Board%20of%20Health%20Regulations)

Other Environmental Health fees that are included in the attached schedule include fees for laboratory analysis, private on-site wastewater treatment system (POWTS) and private well permits, as well as fees for several local ordinance-authorized licensing and inspection programs (e.g. refuse and recycling trucks, the keeping of honey bees and poultry, incinerators).

As a reminder, most of the environmental health fees increased in 2023 after several years of mostly remaining stable. While operational cost increases are expected in some program areas, some are projected to decrease for 2024. Factors that have influenced changes in cost this year include fluctuating work allocation, increases in personnel and supplies costs, as well as programmatic cost calculation adjustments that were made to more precisely assign costs to specific program areas. This change in approach generally increased the projected cost of programs that most utilize the various lab and field equipment and/or are associated with annual fixed costs that are specific only to that program.

The most substantive change in this fee proposal includes a significant restructure of the fees for the licensing of Water Recreation (Pools and Water Attractions) and Recreational and Educational Camp Facilities. These changes are needed to align with the new complexity-classification system as established by recent updates to ATCP 76 (pools) and ATCP 78 (rec/ed camps). The State update assigns complexity (simple, moderate, complex) based on individual facility characteristics. As a result of these changes there are now many new license categories in these program areas. The impact of these changes will be highly variable across the individual licenses. Many establishments will see an overall fee increase under this proposal. The most significant impact of this proposal is expected to be those pools that have a high level of complexity and features, but only required one license in 2023. Pool facilities that previously held multiple add-on licenses for extra features, may see a reduced fee. Year-round pools that have no applicable features and are classified as simple will see no increase under this proposal. The fee for moderate and complex year-round pools and all seasonal pools would increase under this proposal except for some of those who previously held add-on licenses. All recreational and educational camp facilities would also see an increase of 2-30% in 2024 depending upon the individual camp characteristics. However, the proposed fees in this program are

significantly less than what the Wisconsin Department of Agriculture, Trade and Consumer Protection (DATCP) has set for state-issued licenses for 2024.

The expanded categories in these programs are intended to account for the varying inspection time associated with these facilities. Similar structural changes have been made in retail food categories at the State and have been incorporated into local licensing in the past 2 years. It appears that the similar changes may be proposed in the remaining DATCP agent programs in the coming months. Such changes would be incorporated into local licensing as Wisconsin code is updated.

Other notable changes include the following proposed increases and new fees:

- 3% increase to most retail food license categories and their associated fees (plan review, pre-inspection, and operating without a license);
- \$5 increase in pricing for some select individual heavy metals analyses;
- Other variable increases in most of the laboratory fees for individual-offered tests due to rising supplies, equipment, and other operational costs;
- 1 new water testing bundle option (Homeowners Plus) and 1 new individual metal test (Cobalt);
- 2 convenience fees for shipping water sample bottles to customers (\$5-10 depending on # of bottles);
- 4% increase in the manufactured home community license fees.

Proposed decreases include:

- 10% decrease in the various licensing fees for body art facilities;
- \$3 recommended reduction in the fee for individual inspections for refuse/recycling trucks and a \$6 reduction for combination trucks;
- \$1 reduction in pricing for some select individual heavy metals analyses;
- Reduction of (20-27%) in the various drinking water analyses bundle package options (associated cost savings prompted by new ARPA funded metals testing equipment).

Like last year, the amount that the Health Department reimburses DATCP for an issued license will increase again for 2024. Despite the increase, many applicable license fees are not proposed to increase locally in 2024. This means the Health Department would receive less from the unchanged licenses in 2024 than was received in 2023. In general, the individual increases adopted in 2023 were large enough to absorb the impact of this year's increase.

The resolutions for the various program areas for which the Eau Claire City-County Health Department is an authorized agent for issuing licenses and performing associated investigations by either DATCP or the Wisconsin Department of Safety and Professional Services (DSPS) are included for review, approval, and signature. Fee change letters were sent in August to all licensed facilities in these program areas notifying them of the proposed fee structure and revisions. A sample letter is attached.

**Other Fees:** Prenatal care coordination, communicable disease, and lead program fees are calculated based on actual cost for staffing, overhead, and supplies. Most of these fees are reimbursed by Medicaid at rates lower than our actual cost but we do receive 100% of the Medicaid reimbursement amount.

**Budget Implication:** Fee estimates are built into the budget to support costs of the program license, product, or service. Fees are also used to charge to 2nd party payors including MA and private insurance companies. MA reimbursement rates are typically at a considerably lower level than actual fee. A portion of each license fee is paid to DATCP or DSPS per our agent contracts. Fees do not fully cover program costs for most program areas.

**Staff recommendation:** Approve 2024 Health Department fees as presented. Adopt five resolutions (23-01-thru 23-05) regarding fee revisions to become effective January 1, 2024 and recommend approval of applicable City fees for health department services.

August 9, 2023

Dear Pool and Water Attraction Facility Operator:

This letter is to inform you of the Eau Claire City-County Board of Health’s annual review of license fees.

### Fee Recommendations for 2024-2025

Listed in the table below, the following fees for recreational water facilities are being proposed for the 2024-2025 license year. This fee structure will look drastically different than past years, as the Wisconsin Pool Code changed in April 2023. Previously, pools were licensed as either a seasonal or year-round pool, with additional licenses being issued for any associated water attraction features. Under the revised code, each pool basin must be licensed by its respective complexity level with an additional fee added when certain features are associated with the pool. Extra water attraction features are now included in the complexity level determination and not licensed separately. Despite not being included by DATCP, the Health Department has chosen to retain a seasonal designation on licenses in this proposal to lessen the individual impacts of these changes previously licensed as seasonal. As a result of these changes there are now many new license categories. **The impact of these changes will be highly variable across the individual licenses (more information provided below). Most, but not all establishments, would see an overall fee increase under this proposal. However, some facilities would be unaffected by this proposal while a few may see an overall fee reduction.**

The table below depicts the staff proposal, and the Board of Health is under no obligation to follow department recommendations. If fee revisions are adopted by the Board of Health, the fees become effective for the 2024-2025 licensing year starting July 1, 2024. The reinspection fee shall remain at \$125.

Facility Type	2023 Fee	2024 Proposed Fee
Simple: Seasonal	Paid \$759	\$836
Simple: Seasonal w/ Features	<b>Paid at least \$759*</b>	\$960
Simple: Year Round	Paid \$1,045	\$1,045
Simple: Year Round w/ Features	<b>Paid at least \$1,045*</b>	\$1,200
Moderate: Seasonal	Paid \$759	\$996
Moderate: Seasonal w/ Features	<b>Paid at least \$759*</b>	\$1,128
Moderate: Year Round	Paid \$1,045	\$1,245
Moderate: Year Round w/ Features	<b>Paid at least \$1,045*</b>	\$1,410
Complex: Seasonal	Paid \$759	\$1,180
Complex: Seasonal w/ Features	<b>Paid at least \$759*</b>	\$1,320
Complex: Seasonal w/ 3 or More Features	<b>Paid at least \$759*</b>	\$1,496
Complex: Year Round	Paid \$1,045	\$1,475
Complex: Year Round w/ Features	<b>Paid at least \$1,045*</b>	\$1,650
Complex: Year Round w/ 3 or More Features	<b>Paid at least \$1,045*</b>	\$1,870
<b>*NOTE: Pools with features may have also incurred water attraction/extra slide license fees in 2023. This additional fee varied by the type and quantity of features associated with the pool.</b>		

The code update assigns complexity (simple, moderate, complex) based on individual basin characteristics and assigns an add-on fee for those that contain at least one feature. Per ATCP 76, a feature is defined as “a pool with a depth greater than 16 feet, a pool with a surface area greater than 20,000 sq. ft., or a physical object permanently installed in a pool that is intended for recreational use including, a pool slide, waterslide, pad walk, basketball hoop, diving board, wave generator, treadmill, vortex pool, climbing wall, current pool, swim-up bar, vanishing edge pool, tethered or nontethered floatable, or a spray feature.” In addition to retaining seasonal designations, the Health Department has proposed the inclusion of an extra layer of licensing locally for complex pools that have 3 or more features. Pools are assigned to a license complexity level based upon the total point value associated with their facility. The level of complexity will be assigned as follows:

- Simple: total point value of 2 or less
- Moderate: total point value of greater than 2, but no more than 3
- Complex: total point value of greater than 3
- **Note: If a pool is ordered closed because of a confirmed waterborne illness outbreak or chemical release incident, associated with the operation of the pool, the pool shall be immediately assigned to the complex category for the current and following licensing year.** If no further outbreaks or closures occur during those years, the license may be reduced to the appropriate license category at that time.

The factors that contribute to the point value determination are provided in the table below:

Determining Factors for Pool License	Point Value
Basin	1
Pool type is whirlpool or therapy pool	1
Choose the applicable recirculation system from the following:	
Recirculation system designated to single pool basin	1
Recirculation system is shared with another pool basin	0.5
Basin is greater than 1999 square feet in area	1
Pool is defined as a water attraction	1

Generally, a small pool with no slides or other features will be classified in the simple category. A whirlpool or large lap pool will likely be classified in the moderate category. Typically, a very large pool or a pool with multiple slides/diving boards/other features will fall into the complex category. This change will impact most pools locally. Any year round pool that is classified into the simple (without features) category will see no change to their license fee in 2024. **All seasonal pools and year round pools with features in the simple complexity level would see an increase of at least \$77 increase in their license in 2024. All moderate and complex pools would see an increase from their 2023 basin license fee. Those with features will see more substantial increases than those without features. However, when features were licensed as a water attraction in 2023, then it is possible that the overall fee associated with this pool and associated features may decline in 2024. Please consult with your routine inspector if you have questions about how this proposal may affect your facility.**



The expanded categories are intended to account for the varying inspection time associated with these facilities. Similar structural changes have been made in other DATCP licensing programs and are expected to be proposed in the remaining programs in the coming months. These will be incorporated in those areas as Wisconsin code is updated.

These fees continue to be subsidized by tax levy to cover the full cost of the program. The program cost includes Health Department staff performing required inspections, re-inspections, investigations, consultations, enforcement, and complaint follow-ups. In addition, the fee includes the amount required to be sent to the State Department of Agriculture, Trade, and Consumer Protection (DATCP) for each license, which has increased again for 2024.

The Eau Claire City-County Board of Health will consider approving the proposed fees at its August 2023 meeting, which is scheduled for August 23rd at 5:15pm at the Eau Claire City-County Health Department, 720 2<sup>nd</sup> Ave, Eau Claire, WI 54703. **For those who wish to submit a written public comment, please e-mail your comment to Gina Holt at [gina.holt@eauclairecounty.gov](mailto:gina.holt@eauclairecounty.gov) at least 90 minutes before the start of the meeting.** Your email will be shared with the Board of Health. If you wish to make a verbal comment at the meeting, please attend the meeting in person and you will be called on to speak in front of the Board during the public comment session, which generally occurs very early in the meeting agenda.

Please contact your routine inspector with any additional questions.

Respectfully,



Marisa Stanley  
Assistant Director

Eau Claire City-County Health Department  
**Administrative**

**Category: Financial Management**

**Subject: Fee Setting Policy**

**Effective Date: 9/24/2014**

**Policy:** *The ECCCHD will develop and administer appropriate fees for services, products, and licenses to assure the health of the public is protected and that the cost of essential programs is covered. These fees will be reviewed and updated annually and approved by the Board of Health pursuant to their authority.*

**Purpose:** Fees will be consistently, appropriately, and accurately developed on an annual basis that coincides with budgeting to assure more accurate revenue predictions

Scheduling of fee changes

Fees are reviewed and approved during the budget process annually with implementation on January 1 of the following year with specific exceptions as required. Proposed fee changes for the subsequent year will be brought to the BOH for action no later than September and appropriate notice will be given. Any new programs, services or products that require a fee will be brought forward to the BOH for approval at a time that corresponds with initiation.

Cost calculations

All health department fees are developed based on actual costs utilizing consistent factors including all personnel, administrative support, overhead, and supply/equipment costs necessary for the activity/service unless otherwise limited by grant or rule requirements. Calculations will factor in expected increases in costs in upcoming year.

Covering program costs

All health department fees will be developed considering actual program/service/product cost, health issues impacted, and population affected. Fees will attempt to cover 100% of costs while at the same time continuing to maintain the health and safety of the public. The department will provide clear rationale for all fees that do not cover costs.

Cost of Product variation

Fees for supplies may be increased or decreased by the amount that the supply cost changes during the year without additional BOH approval. The BOH will be notified of any supply fee change through the monthly health department update report.

Poverty Guideline updates

The Health Department will update the Sliding Fee Scale accordingly for clients who pay privately for specific supplies and service when Federal Poverty guidelines are released by state, typically in early spring without additional BOH approval. Scale will be applied to previously approved fees. The BOH will be notified of Sliding Fee Scale change through the monthly health department update report.

Proposed 2024 Health Department fees and licenses											
Entity That Approves the Fee	Program	Proposed 2024 Health Department fees and licenses <i>(Revised Category Names in Red)</i>	Year of Last Increase (or Decrease)	Year of Prior Increase (or Decrease)	2022 Approved Fees	2023 Approved Fees	2024 Approved Fee	% Change 2023 to 2024	% of cost covered	Notes	
City	Bee Keeping	<b>Pre-inspection Fee</b>	N/A	N/A	\$95.00	\$95.00	\$95.00	0%	8%		
City/Board of Health		License - City of Eau Claire Ordinance	Decr in 2021 (City Portion)	2019 (City Portion)	\$10 City \$35 Health	\$10 City \$35 Health	\$10 City \$35 Health	0%			
City		Operating without a License - City of Eau Claire Ordinance	N/A	N/A	\$150.00	\$150.00	\$150.00	0%			
Board of Health		License - Eau Claire County Ordinance	New in 2023	N/A	N/A	\$35.00	\$35.00	0%			
Board of Health		Operating without a License Fee - Eau Claire County Ordinance	New in 2023	N/A	N/A	\$70.00	\$70.00	0%			
City		Penalty/Late Fee	N/A	N/A	\$36.00	\$36.00	\$36.00	0%			
City		Re-inspection Fee	2018	N/A	\$125.00	\$125.00	\$125.00	0%			
City	Poultry Keeping	<b>Pre-inspection Fee</b>	N/A	N/A	\$95.00	\$95.00	\$95.00	0%	13%		
City/Board of Health		License - City of Eau Claire Ordinance	Decr in 2021 (City Portion)	N/A	\$10 City \$50 Health	\$10 City \$50 Health	\$10 City \$50 Health	0%			
City		Operating without a License - City of Eau Claire Ordinance	Decr in 2021 (City Portion)	N/A	\$120.00	\$120.00	\$120.00	0%			
Board of Health		License - Eau Claire County Ordinance	N/A	N/A	\$35.00	\$35.00	\$35.00	0%			
Board of Health		Operating without a License Fee - Eau Claire County Ordinance	N/A	N/A	\$70.00	\$70.00	\$70.00	0%			
City		Penalty/Late Fee	N/A	N/A	\$36.00	\$36.00	\$36.00	0%			
City		Re-inspection Fee	N/A	N/A	\$125.00	\$125.00	\$125.00	0%			
City/Board of Health	Refuse & Recycling - City Approves the Fee	License - Refuse Hauler/Vehicle	2023	Decr in 2019	\$96 City \$41 Health	\$96 City \$45 Health	\$96 City \$42 Health	-2%	99%		
City		Operating without a License Fee - Refuse Hauler/Vehicle	2023	N/A	\$274.00	\$282.00	\$276.00	-2%			
City/Board of Health		License - Recyclables Hauler/Vehicle	2023	Decr in 2019	\$33 City \$41 Health	\$33 City \$45 Health	\$33 City \$42 Health	-4%			
City		Operating without a License Fee - Recyclables Hauler/Vehicle	2023	N/A	\$148.00	\$156.00	\$150.00	-4%			
City/Board of Health		License - Refuse/Recycler Combination/Vehicle	2023	Decr in 2019	\$129 City \$82 Health	\$129 City \$90 Health	\$129 City \$84 Health	-3%			
City		Operating without a License Fee - Refuse/Recycler Combination/Vehicle	2023	N/A	\$422.00	\$438.00	\$426.00	-3%			
City		Penalty/Late Fee	N/A	N/A	\$100.00	\$100.00	\$100.00	0%			
City		Reinspection Fee	2018	N/A	\$125.00	\$125.00	\$125.00	0%			
City/Board of Health	Massage Parlor - City Approves the Fee	License - Massage Facility	Decr in 2017	2016	\$85 City \$10 Health	\$85 City \$10 Health	\$85 City \$10 Health	0%	98%		
City	Housing - City Approves the Fee	Inspection Fee	N/A	N/A	\$90.00	\$90.00	\$90.00	0%	33%	*One time fee	
City		Re-inspection Fee	N/A	N/A	\$125.00	\$125.00	\$125.00	0%			
City		Rental Registration Fee*	N/A	N/A	\$5.00	\$5.00	\$5.00	0%			
City		Housing Advisory Board Filing Fee	N/A	N/A	\$50.00	\$50.00	\$50.00	0%			
Board of Health	Tattoo/Body Piercing Program	Body Art Practitioner's Education Verification Fee*	Decr in 2023	N/A	\$80.00	\$10.00	\$10.00	0%	70%	*One time practitioner fee 100% of allowable costs are covered under DSPS	
Board of Health		Plan Review Fee - Tattoo Facility	2023	2019	\$180.00	\$185.00	\$167.00	-10%			
Board of Health		Pre-Inspection Fee - Tattoo Facility	2023	2019	\$180.00	\$185.00	\$167.00	-10%			
Board of Health		Permit Fee - Tattoo Facility	2023	2019	\$359.00	\$370.00	\$333.00	-10%			
Board of Health		Operating without a License Fee - Tattoo Facility	2023	2019	\$718.00	\$740.00	\$666.00	-10%			
Board of Health		Plan Review Fee - Body Piercing Facility	2023	2019	\$180.00	\$185.00	\$167.00	-10%			
Board of Health		Pre-Inspection Fee - Body Piercing Facility	2023	2019	\$180.00	\$185.00	\$167.00	-10%			
Board of Health		Permit Fee - Body Piercing Facility	2023	2019	\$359.00	\$370.00	\$333.00	-10%			
Board of Health		Operating without a License Fee - Body Piercing Facility	2023	2019	\$718.00	\$740.00	\$666.00	-10%			
Board of Health		Plan Review Fee - Combination Tattoo/Body Piercing Facility	2023	2019	\$333.00	\$343.00	\$309.00	-10%			
Board of Health		Pre-Inspection Fee - Combination Tattoo/Body Piercing Facility	2023	2019	\$333.00	\$343.00	\$309.00	-10%			
Board of Health		Permit Fee - Combination Tattoo/Body Piercing Facility	2023	2019	\$665.00	\$685.00	\$617.00	-10%			
Board of Health		Operating without a License Fee - Combination Tattoo/Body Piercing Facility	2023	2019	\$1,330.00	\$1,370.00	\$1,234.00	-10%			
Board of Health		Permit Fee - Temporary Body Art Facility	2023	2019	\$665.00	\$370.00	\$333.00	-10%			
Board of Health		Operating without a License Fee - Temporary Body Art Facility	2023	2019	\$1,330.00	\$740.00	\$666.00	-10%			
Board of Health		Penalty/Late Fee	N/A	N/A	\$100.00	\$100.00	\$100.00	0%			
Board of Health		Reinspection Fee	2018	N/A	\$125.00	\$125.00	\$125.00	0%			
Board of Health	Mobile and Manufactured Home Program	Pre-Inspection Fee - Manufactured and Mobile Home Community (1 to 20 Sites)	2020	Decr in 2019	\$321.00	\$321.00	\$334.00	4%	71%	99% of allowable costs are covered under DSPS	
Board of Health		License - Manufactured and Mobile Home Community (1 to 20 Sites)	2020	Decr in 2019	\$642.00	\$642.00	\$668.00	4%			
Board of Health		Operating without a License Fee - Manufactured and Mobile Home Community (1 to 20 Sites)	2020	Decr in 2019	\$1,284.00	\$1,284.00	\$1,336.00	4%			
Board of Health		Pre-Inspection Fee - Manufactured and Mobile Home Community (21 to 50 Sites)	2020	Decr in 2019	\$454.00	\$454.00	\$472.00	4%			
Board of Health		License - Manufactured and Mobile Home Community (21 to 50 Sites)	2020	Decr in 2019	\$907.00	\$907.00	\$944.00	4%			
Board of Health		Operating without a License Fee - Manufactured and Mobile Home Community (21 to 50 Sites)	2020	Decr in 2019	\$1,814.00	\$1,814.00	\$1,888.00	4%			
Board of Health		Pre-Inspection Fee - Manufactured and Mobile Home Community (51 to 100 Sites)	2020	Decr in 2019	\$564.00	\$564.00	\$587.00	4%			
Board of Health		License - Manufactured and Mobile Home Community License (51 to 100 Sites)	2020	Decr in 2019	\$1,127.00	\$1,127.00	\$1,173.00	4%			
Board of Health		Operating without a License Fee - Manufactured and Mobile Home Community (51 to 100 Sites)	2020	Decr in 2019	\$2,254.00	\$2,254.00	\$2,346.00	4%			
Board of Health		Pre-Inspection Fee - Mobile Home Community (101 to 175 Sites)	2019	Decr in 2019	\$709.00	\$709.00	\$738.00	4%			
Board of Health		License - Manufactured and Mobile Home Community License (101 to 175 Sites)	2020	Decr in 2019	\$1,418.00	\$1,418.00	\$1,475.00	4%			
Board of Health		Operating without a License Fee - Manufactured and Mobile Home Community (101 to 175 Sites)	2020	Decr in 2019	\$2,836.00	\$2,836.00	\$2,950.00	4%			

Proposed 2024 Health Department fees and licenses										
Entity That Approves the Fee	Program	Proposed 2024 Health Department fees and licenses <i>(Revised Category Names in Red)</i>	Year of Last Increase (or Decrease)	Year of Prior Increase (or Decrease)	2022 Approved Fees	2023 Approved Fees	2024 Approved Fee	% Change 2023 to 2024	% of cost covered	Notes
Board of Health	Mobile and Manufactured Home Program (Continued)	Pre-Inspection Fee - Manufactured and Mobile Home Community (176 or More Sites)	2020	Decr in 2019	\$754.00	\$754.00	\$785.00	4%	71%	99% of allowable costs are covered under DSPS
Board of Health		License - Manufactured and Mobile Home Community License (176 or More Sites)	2020	Decr in 2019	\$1,508.00	\$1,508.00	\$1,569.00	4%		
Board of Health		Operating without a License Fee - Manufactured and Mobile Home Community (176 or more Sites)	2020	Decr in 2019	\$3,016.00	\$3,016.00	\$3,138.00	4%		
Board of Health		Penalty/Late Fee	N/A	N/A	\$100.00	\$100.00	\$100.00	0%		
Board of Health	Lodging Program	Reinspection Fee	2018	N/A	\$125.00	\$125.00	\$125.00	0%	95%	
Board of Health		Pre-inspection Fee - Hotel/Motel (1 to 4 Rooms)/Tourist Rooming House	2023	2019	\$129.00	\$133.00	\$133.00	0%		
Board of Health		License - Hotel/Motel (1 to 4 Rooms)/Tourist Rooming House	2023	2019	\$257.00	\$265.00	\$265.00	0%		
Board of Health		Operating without a License Fee - Hotel/Motel (1 to 4 Rooms)/Tourist Rooming House	2023	2019	\$514.00	\$530.00	\$530.00	0%		
Board of Health		Pre-inspection Fee - Hotel/Motel (5 to 30 Rooms)	2023	2019	\$166.00	\$171.00	\$171.00	0%		
Board of Health		License - Hotel/Motel (5 to 30 Rooms)	2023	2019	\$332.00	\$342.00	\$342.00	0%		
Board of Health		Operating without a License Fee - Hotel/Motel (5 to 30 Rooms)	2023	2019	\$664.00	\$684.00	\$684.00	0%		
Board of Health		Pre-inspection Fee - Hotel/Motel (31 to 99 Rooms)	2023	2019	\$266.00	\$274.00	\$274.00	0%		
Board of Health		License - Hotel/Motel (31 to 99 Rooms)	2023	2019	\$531.00	\$547.00	\$547.00	0%		
Board of Health		Operating without a License Fee - Hotel/Motel (31 to 99 Rooms)	2023	2019	\$1,062.00	\$1,094.00	\$1,094.00	0%		
Board of Health		Pre-inspection Fee - Hotel/Motel (100 to 199 Rooms)	2023	2019	\$360.00	\$371.00	\$371.00	0%		
Board of Health		License - Hotel/Motel (100 to 199 Rooms)	2023	2019	\$720.00	\$742.00	\$742.00	0%		
Board of Health		Operating without a License Fee - Hotel/Motel (100 to 199 Rooms)	2023	2019	\$1,440.00	\$1,484.00	\$1,484.00	0%		
Board of Health		Pre-inspection Fee - Hotel/Motel (200 or More Rooms)	2023	2019	\$450.00	\$464.00	\$464.00	0%		
Board of Health		License - Hotel/Motel (200 or More Rooms)	2023	2019	\$900.00	\$927.00	\$927.00	0%		
Board of Health		Operating without a License Fee - Hotel/Motel (200 or More Rooms)	2023	2019	\$1,800.00	\$1,854.00	\$1,854.00	0%		
Board of Health		Pre-inspection Fee - Bed & Breakfast Establishment	2023	2019	\$178.00	\$183.00	\$183.00	0%		
Board of Health		License - Bed & Breakfast Establishment	2023	2019	\$355.00	\$366.00	\$366.00	0%		
Board of Health		Operating without a License Fee - Bed & Breakfast Establishment	2023	2019	\$710.00	\$732.00	\$732.00	0%		
Board of Health		Penalty/Late Fee	N/A	N/A	\$100.00	\$100.00	\$100.00	0%		
Board of Health	Re-Inspection Fee	2018	N/A	\$125.00	\$125.00	\$125.00	0%			
Board of Health	Recreational Water Program	Pre-Inspection Fee - Simple: Seasonal Pool	New in 2024	N/A	N/A	N/A	\$418.00	New	84%	-Complete licensing restructure in 2024
Board of Health		License - Simple: Seasonal Pool	New in 2024	N/A	N/A	N/A	\$836.00	New		
Board of Health		Operating without a License Fee - Simple: Seasonal Pool	New in 2024	N/A	N/A	N/A	\$1,672.00	New		
Board of Health		Pre-Inspection Fee - Simple: Seasonal Pool w/ Features	New in 2024	N/A	N/A	N/A	\$480.00	New		
Board of Health		License - Simple: Seasonal Pool w/ Features	New in 2024	N/A	N/A	N/A	\$960.00	New		
Board of Health		Operating without a License Fee - Simple: Seasonal Pool w/ Features	New in 2024	N/A	N/A	N/A	\$1,920.00	New		
Board of Health		Pre-Inspection Fee - Simple: Year Round Pool	New in 2024	N/A	N/A	N/A	\$523.00	New		
Board of Health		License - Simple: Year Round Pool	New in 2024	N/A	N/A	N/A	\$1,045.00	New		
Board of Health		Operating without a License Fee - Simple: Year Round Pool	New in 2024	N/A	N/A	N/A	\$2,090.00	New		
Board of Health		Pre-Inspection Fee - Simple: Year Round Pool w/ Features	New in 2024	N/A	N/A	N/A	\$600.00	New		
Board of Health		License - Simple: Year Round Pool w/ Features	New in 2024	N/A	N/A	N/A	\$1,200.00	New		
Board of Health		Operating without a License Fee - Simple: Year Round Pool w/ Features	New in 2024	N/A	N/A	N/A	\$2,400.00	New		
Board of Health		Pre-Inspection Fee - Moderate: Seasonal Pool	New in 2024	N/A	N/A	N/A	\$498.00	New		
Board of Health		License - Moderate: Seasonal Pool	New in 2024	N/A	N/A	N/A	\$996.00	New		
Board of Health		Operating without a License Fee - Moderate: Seasonal Pool	New in 2024	N/A	N/A	N/A	\$1,992.00	New		
Board of Health		Pre-Inspection Fee - Moderate: Seasonal Pool w/ Features	New in 2024	N/A	N/A	N/A	\$564.00	New		
Board of Health		License - Moderate: Seasonal Pool w/ Features	New in 2024	N/A	N/A	N/A	\$1,128.00	New		
Board of Health		Operating without a License Fee - Moderate: Seasonal Pool w/ Features	New in 2024	N/A	N/A	N/A	\$2,256.00	New		
Board of Health		Pre-Inspection Fee - Moderate: Year Round Pool	New in 2024	N/A	N/A	N/A	\$623.00	New		
Board of Health		License - Moderate: Year Round Pool	New in 2024	N/A	N/A	N/A	\$1,245.00	New		
Board of Health		Operating without a License Fee - Moderate: Year Round Pool	New in 2024	N/A	N/A	N/A	\$2,490.00	New		
Board of Health		Pre-Inspection Fee - Moderate: Year Round Pool w/ Features	New in 2024	N/A	N/A	N/A	\$705.00	New		
Board of Health		License - Moderate: Year Round Pool w/ Features	New in 2024	N/A	N/A	N/A	\$1,410.00	New		
Board of Health		Operating without a License Fee - Moderate: Year Round Pool w/ Features	New in 2024	N/A	N/A	N/A	\$2,820.00	New		
Board of Health		Pre-Inspection Fee - Complex: Seasonal Pool	New in 2024	N/A	N/A	N/A	\$590.00	New		
Board of Health		License - Complex: Seasonal Pool	New in 2024	N/A	N/A	N/A	\$1,180.00	New		
Board of Health		Operating without a License Fee - Complex: Seasonal Pool	New in 2024	N/A	N/A	N/A	\$2,360.00	New		
Board of Health		Pre-Inspection Fee - Complex: Seasonal Pool w/ Features	New in 2024	N/A	N/A	N/A	\$660.00	New		
Board of Health		License - Complex: Seasonal Pool w/ Features	New in 2024	N/A	N/A	N/A	\$1,320.00	New		
Board of Health		Operating without a License Fee - Complex: Seasonal Pool w/ Features	New in 2024	N/A	N/A	N/A	\$2,640.00	New		
Board of Health		Pre-Inspection Fee - Complex: Seasonal Pool w/ 3 or More Features	New in 2024	N/A	N/A	N/A	\$748.00	New		
Board of Health		License - Complex: Seasonal Pool w/ 3 or More Features	New in 2024	N/A	N/A	N/A	\$1,496.00	New		
Board of Health		Operating without a License Fee - Complex: Seasonal Pool w/ 3 or More Features	New in 2024	N/A	N/A	N/A	\$2,992.00	New		
Board of Health		Pre-Inspection Fee - Complex: Year Round Pool	New in 2024	N/A	N/A	N/A	\$738.00	New		
Board of Health		License - Complex: Year Round Pool	New in 2024	N/A	N/A	N/A	\$1,475.00	New		
Board of Health		Operating without a License Fee - Complex: Year Round Pool	New in 2024	N/A	N/A	N/A	\$2,950.00	New		
Board of Health		Pre-Inspection Fee - Complex: Year Round Pool w/ Features	New in 2024	N/A	N/A	N/A	\$825.00	New		
Board of Health		License - Complex: Year Round Pool w/ Features	New in 2024	N/A	N/A	N/A	\$1,650.00	New		
Board of Health		Operating without a License Fee - Complex: Year Round Pool w/ Features	New in 2024	N/A	N/A	N/A	\$3,300.00	New		

Proposed 2024 Health Department fees and licenses

Entity That Approves the Fee	Program	Proposed 2024 Health Department fees and licenses <i>(Revised Category Names in Red)</i>	Year of Last Increase (or Decrease)	Year of Prior Increase (or Decrease)	2022 Approved Fees	2023 Approved Fees	2024 Approved Fee	% Change 2023 to 2024	% of cost covered	Notes
Board of Health	Recreational Water Program (Continued)	Pre-Inspection Fee - Complex: Year Round Pool w/ 3 or More Features	New in 2024	N/A	N/A	N/A	\$935.00	New	84%	-Complete licensing restructure in 2024
Board of Health		License - Complex: Year Round Pool w/ 3 or More Features	New in 2024	N/A	N/A	N/A	\$1,870.00	New		
Board of Health		Operating without a License Fee - Complex: Year Round Pool w/ 3 or More Features	New in 2024	N/A	N/A	N/A	\$3,740.00	New		
Board of Health		Penalty/Late Fee	N/A	N/A	\$100.00	N/A	\$100.00	New		
Board of Health		Re-Inspection Fee	2018	N/A	\$125.00	N/A	\$125.00	New		
Board of Health	Retail Food Establishment - Serving Meals	Plan Review Fee - Complex: >\$1,000,000 sales (Retail Food - Serving Meals)	New in 2023	N/A	N/A	\$900.00	\$927.00	3%	82%	-Both Retail Food Categories (Serving Meals and NOT Serving Meals) are combined when calculating the % covered by fees
Board of Health		Pre-inspection Fee - Complex: >\$1,000,000 sales (Retail Food - Serving Meals)	New in 2023	N/A	N/A	\$900.00	\$927.00	3%		
Board of Health		License - Complex: >\$1,000,000 sales (Retail Food - Serving Meals)	New in 2023	N/A	N/A	\$1,800.00	\$1,854.00	3%		
Board of Health		Operating without a License Fee - Complex: >\$1,000,000 sales (Retail Food - Serving Meals)	New in 2023	N/A	N/A	\$3,600.00	\$3,708.00	3%		
Board of Health		Plan Review Fee - Complex: \$500,000 - \$999,999 sales (Retail Food - Serving Meals)	2023	Decr in 2022	\$733.00	\$784.00	\$808.00	3%		
Board of Health		Pre-inspection Fee - Complex: \$500,000 - \$999,999 sales (Retail Food - Serving Meals)	2023	Decr in 2022	\$733.00	\$784.00	\$808.00	3%		
Board of Health		License - Complex: \$500,000 - \$999,999 sales (Retail Food - Serving Meals)	2023	Decr in 2022	\$1,465.00	\$1,568.00	\$1,616.00	3%		
Board of Health		Operating without a License Fee - Complex: \$500,000 - \$999,999 sales (Retail Food - Serving Meals)	2023	Decr in 2022	\$2,930.00	\$3,136.00	\$3,232.00	3%		
Board of Health		Plan Review Fee - Complex: \$100,000 - \$499,999 sales (Retail Food - Serving Meals)	2023	Decr in 2022	\$635.00	\$680.00	\$700.00	3%		
Board of Health		Pre-inspection Fee - Complex: \$100,000 - \$499,999 sales (Retail Food - Serving Meals)	2023	Decr in 2022	\$635.00	\$680.00	\$700.00	3%		
Board of Health		License - Complex: \$100,000 - \$499,999 sales (Retail Food - Serving Meals)	2023	Decr in 2022	\$1,270.00	\$1,359.00	\$1,400.00	3%		
Board of Health		Operating without a License Fee - Complex: \$100,000 - \$499,999 sales (Retail Food - Serving Meals)	2023	Decr in 2022	\$2,540.00	\$2,718.00	\$2,800.00	3%		
Board of Health		Plan Review Fee - Complex: \$25,000 - \$100,000 sales (Retail Food - Serving Meals)	2023	Decr in 2022	\$525.00	\$562.00	\$579.00	3%		
Board of Health		Pre-inspection Fee - Complex: \$25,000 - \$100,000 sales (Retail Food - Serving Meals)	2023	Decr in 2022	\$525.00	\$562.00	\$579.00	3%		
Board of Health		License - Complex: \$25,000 - \$100,000 sales (Retail Food - Serving Meals)	2023	Decr in 2022	\$1,050.00	\$1,124.00	\$1,158.00	3%		
Board of Health		Operating without a License Fee - Complex: \$25,000 - \$100,000 sales (Retail Food - Serving Meals)	2023	Decr in 2022	\$2,100.00	\$2,248.00	\$2,316.00	3%		
Board of Health		Plan Review Fee - Complex: <\$25,000 sales (Retail Food - Serving Meals)	New in 2023	N/A	N/A	\$388.00	\$400.00	3%		
Board of Health		Pre-inspection Fee - Complex: <\$25,000 sales (Retail Food - Serving Meals)	New in 2023	N/A	N/A	\$388.00	\$400.00	3%		
Board of Health		License - Complex: <\$25,000 sales (Retail Food - Serving Meals)	New in 2023	N/A	N/A	\$775.00	\$799.00	3%		
Board of Health		Operating without a License Fee - Complex: <\$25,000 sales (Retail Food - Serving Meals)	New in 2023	N/A	N/A	\$1,550.00	\$1,598.00	3%		
Board of Health		Plan Review Fee - Moderate: >\$1,000,000 sales (Retail Food - Serving Meals)	New in 2023	N/A	N/A	\$645.00	\$665.00	3%		
Board of Health		Pre-inspection Fee - Moderate: >\$1,000,000 sales (Retail Food - Serving Meals)	New in 2023	N/A	N/A	\$645.00	\$665.00	3%		
Board of Health		License - Moderate: >\$1,000,000 sales (Retail Food - Serving Meals)	New in 2023	N/A	N/A	\$1,290.00	\$1,329.00	3%		
Board of Health		Operating without a License Fee - Moderate: >\$1,000,000 sales (Retail Food - Serving Meals)	New in 2023	N/A	N/A	\$2,580.00	\$2,658.00	3%		
Board of Health		Plan Review Fee - Moderate: \$500,000 - \$999,999 sales (Retail Food - Serving Meals)	2023	Decr in 2022	\$515.00	\$552.00	\$569.00	3%		
Board of Health		Pre-inspection Fee - Moderate: \$500,000 - \$999,999 sales (Retail Food - Serving Meals)	2023	Decr in 2022	\$515.00	\$552.00	\$569.00	3%		
Board of Health		License - Moderate: \$500,000 - \$999,999 sales (Retail Food - Serving Meals)	2023	Decr in 2022	\$1,030.00	\$1,103.00	\$1,137.00	3%		
Board of Health		Operating without a License Fee - Moderate: \$500,000 - \$999,999 sales (Retail Food - Serving Meals)	2023	Decr in 2022	\$2,060.00	\$2,206.00	\$2,274.00	3%		
Board of Health		Plan Review Fee - Moderate: \$100,000 - \$499,999 sales (Retail Food - Serving Meals)	2023	Decr in 2022	\$458.00	\$490.00	\$505.00	3%		
Board of Health		Pre-inspection Fee - Moderate: \$100,000 - \$499,999 sales (Retail Food - Serving Meals)	2023	Decr in 2022	\$458.00	\$490.00	\$505.00	3%		
Board of Health		License - Moderate: \$100,000 - \$499,999 sales (Retail Food - Serving Meals)	2023	Decr in 2022	\$915.00	\$980.00	\$1,010.00	3%		
Board of Health		Operating without a License Fee - Moderate: \$100,000 - \$499,999 sales (Retail Food - Serving Meals)	2023	Decr in 2022	\$1,830.00	\$1,960.00	\$2,020.00	3%		
Board of Health		Plan Review Fee - Moderate: \$25,000 - \$100,000 sales (Retail Food - Serving Meals)	2023	Decr in 2022	\$383.00	\$410.00	\$422.00	3%		
Board of Health		Pre-inspection Fee - Moderate: \$25,000 - \$100,000 sales (Retail Food - Serving Meals)	2023	Decr in 2022	\$383.00	\$410.00	\$422.00	3%		
Board of Health		License - Moderate: \$25,000 - \$100,000 sales (Retail Food - Serving Meals)	2023	Decr in 2022	\$765.00	\$819.00	\$844.00	3%		
Board of Health		Operating without a License Fee - Moderate: \$25,000 - \$100,000 sales (Retail Food - Serving Meals)	2023	Decr in 2022	\$1,530.00	\$1,638.00	\$1,688.00	3%		
Board of Health		Plan Review Fee - Moderate: <\$25,000 sales (Retail Food - Serving Meals)	New in 2023	N/A	N/A	\$280.00	\$289.00	3%		
Board of Health		Pre-inspection Fee - Moderate: <\$25,000 sales (Retail Food - Serving Meals)	New in 2023	N/A	N/A	\$280.00	\$289.00	3%		
Board of Health		License - Moderate: <\$25,000 sales (Retail Food - Serving Meals)	New in 2023	N/A	N/A	\$560.00	\$577.00	3%		
Board of Health		Operating without a License Fee - Moderate: <\$25,000 sales (Retail Food - Serving Meals)	New in 2023	N/A	N/A	\$1,120.00	\$1,154.00	3%		
Board of Health		Plan Review Fee - Simple: >\$1,000,000 sales (Retail Food - Serving Meals)	New in 2023	N/A	N/A	\$475.00	\$490.00	3%		
Board of Health		Pre-inspection Fee - Simple: >\$1,000,000 sales (Retail Food - Serving Meals)	New in 2023	N/A	N/A	\$475.00	\$490.00	3%		
Board of Health		License - Simple: >\$1,000,000 sales (Retail Food - Serving Meals)	New in 2023	N/A	N/A	\$950.00	\$979.00	3%		
Board of Health		Operating without a License Fee - Simple: >\$1,000,000 sales (Retail Food - Serving Meals)	New in 2023	N/A	N/A	\$1,900.00	\$1,958.00	3%		
Board of Health		Plan Review Fee - Simple: \$500,000 - \$999,999 sales (Retail Food - Serving Meals)	2023	Decr in 2022	\$375.00	\$402.00	\$414.00	3%		
Board of Health		Pre-inspection Fee - Simple: \$500,000 - \$999,999 sales (Retail Food - Serving Meals)	2023	Decr in 2022	\$375.00	\$402.00	\$414.00	3%		
Board of Health		License - Simple: \$500,000 - \$999,999 sales (Retail Food - Serving Meals)	2023	Decr in 2022	\$750.00	\$803.00	\$828.00	3%		
Board of Health	Operating without a License Fee - Simple: \$500,000 - \$999,999 sales (Retail Food - Serving Meals)	2023	Decr in 2022	\$1,500.00	\$1,606.00	\$1,656.00	3%			
Board of Health	Plan Review Fee - Simple: \$100,000 - \$499,999 sales (Retail Food - Serving Meals)	2023	Decr in 2022	\$335.00	\$359.00	\$370.00	3%			
Board of Health	Pre-inspection Fee - Simple: \$100,000 - \$499,999 sales (Retail Food - Serving Meals)	2023	Decr in 2022	\$335.00	\$359.00	\$370.00	3%			
Board of Health	License - Simple: \$100,000 - \$499,999 sales (Retail Food - Serving Meals)	2023	Decr in 2022	\$670.00	\$717.00	\$739.00	3%			
Board of Health	Operating without a License Fee - Simple: \$100,000 - \$499,999 sales (Retail Food - Serving Meals)	2023	Decr in 2022	\$1,340.00	\$1,434.00	\$1,478.00	3%			
Board of Health	Plan Review Fee - Simple: \$25,000 - \$100,000 sales (Retail Food - Serving Meals)	2023	Decr in 2022	\$278.00	\$297.00	\$306.00	3%			
Board of Health	Pre-inspection Fee - Simple: \$25,000 - \$100,000 sales (Retail Food - Serving Meals)	2023	Decr in 2022	\$278.00	\$297.00	\$306.00	3%			
Board of Health	License - Simple: \$25,000 - \$100,000 sales (Retail Food - Serving Meals)	2023	Decr in 2022	\$555.00	\$594.00	\$612.00	3%			
Board of Health	Operating without a License Fee - Simple: \$25,000 - \$100,000 sales (Retail Food - Serving Meals)	2023	Decr in 2022	\$1,110.00	\$1,188.00	\$1,224.00	3%			

Proposed 2024 Health Department fees and licenses											
Entity That Approves the Fee	Program	Proposed 2024 Health Department fees and licenses <i>(Revised Category Names in Red)</i>	Year of Last Increase (or Decrease)	Year of Prior Increase (or Decrease)	2022 Approved Fees	2023 Approved Fees	2024 Approved Fee	% Change 2023 to 2024	% of cost covered	Notes	
Board of Health	Retail Food Establishment - Serving Meals (Continued)	Plan Review Fee - Simple: <\$25,000 sales (Retail Food - Serving Meals)	New in 2023	N/A	N/A	\$218.00	\$225.00	3%	82%	-Both Retail Food Categories (Serving Meals and NOT Serving Meals) are combined when calculating the % covered by fees	
Board of Health		Pre-inspection Fee - Simple: <\$25,000 sales (Retail Food - Serving Meals)	New in 2023	N/A	N/A	\$218.00	\$225.00	3%			
Board of Health		License - Simple: <\$25,000 sales (Retail Food - Serving Meals)	New in 2023	N/A	N/A	\$435.00	\$449.00	3%			
Board of Health		Operating without a License Fee - Simple: <\$25,000 sales (Retail Food - Serving Meals)	New in 2023	N/A	N/A	\$870.00	\$898.00	3%			
Board of Health		Plan Review Fee - Pre-Packaged (PP) (Retail Food - Serving Meals)	2023	2020	\$174.00	\$187.00	\$193.00	3%			
Board of Health		Pre-inspection Fee - Pre-Packaged (PP) (Retail Food - Serving Meals)	2023	2020	\$174.00	\$187.00	\$193.00	3%			
Board of Health		License - Pre-Packaged (PP) (Retail Food - Serving Meals)	2023	2020	\$348.00	\$373.00	\$385.00	3%			
Board of Health		Operating without a License Fee - Pre-Packaged (PP) (Retail Food - Serving Meals)	2023	2020	\$696.00	\$746.00	\$770.00	3%			
Board of Health		License - Transient Retail Food (Retail Food - Serving Meals)	N/A	N/A	\$200.00	\$200.00	\$200.00	0%			
Board of Health		Operating without a License Fee - Transient Retail Food (Retail Food - Serving Meals)	N/A	N/A	\$400.00	\$400.00	\$400.00	0%			
Board of Health		Plan Review Fee: Mobile Base - Complex (Retail Food - Serving Meals)	New in 2023	N/A	N/A	\$338.00	\$348.00	3%			
Board of Health		Pre-inspection Fee: Mobile Base - Complex (Retail Food - Serving Meals)	New in 2023	N/A	N/A	\$338.00	\$348.00	3%			
Board of Health		License: Mobile Base - Complex (Retail Food - Serving Meals)	New in 2023	N/A	N/A	\$675.00	\$696.00	3%			
Board of Health		Operating without a License Fee: Mobile Base - Complex (Retail Food - Serving Meals)	New in 2023	N/A	N/A	\$1,350.00	\$1,392.00	3%			
Board of Health		Plan Review Fee: Mobile Base - Moderate (Retail Food - Serving Meals)	New in 2023	N/A	N/A	\$246.00	\$254.00	3%			
Board of Health		Pre-inspection Fee: Mobile Base - Moderate (Retail Food - Serving Meals)	New in 2023	N/A	N/A	\$246.00	\$254.00	3%			
Board of Health		License: Mobile Base - Moderate (Retail Food - Serving Meals)	New in 2023	N/A	N/A	\$492.00	\$507.00	3%			
Board of Health		Operating without a License Fee: Mobile Base - Moderate (Retail Food - Serving Meals)	New in 2023	N/A	N/A	\$984.00	\$1,014.00	3%			
Board of Health		Plan Review Fee: Mobile Base - Simple (Retail Food - Serving Meals)	New in 2023	N/A	N/A	\$209.00	\$215.00	3%			
Board of Health		Pre-inspection Fee: Mobile Base - Simple (Retail Food - Serving Meals)	New in 2023	N/A	N/A	\$209.00	\$215.00	3%			
Board of Health		License: Mobile Base - Simple (Retail Food - Serving Meals)	New in 2023	N/A	N/A	\$417.00	\$430.00	3%			
Board of Health		Operating without a License Fee: Mobile Base - Simple (Retail Food - Serving Meals)	New in 2023	N/A	N/A	\$834.00	\$860.00	3%			
Board of Health		Plan Review Fee - Special Organization (SO) (Retail Food - Serving Meals)	2023	N/A	\$201.00	\$215.00	\$222.00	3%			
Board of Health		Pre-inspection Fee - Special Organization (SO) (Retail Food - Serving Meals)	2023	N/A	\$201.00	\$215.00	\$222.00	3%			
Board of Health		License - Special Organization (SO) (Retail Food - Serving Meals)	2023	N/A	\$401.00	\$430.00	\$443.00	3%			
Board of Health		Operating without a License Fee - Special Organization (SO) (Retail Food - Serving Meals)	2023	N/A	\$802.00	\$860.00	\$886.00	3%			
Board of Health		Inspection Fee - Temporary/Mobile (Retail Food - Serving Meals)	N/A	N/A	\$60.00	\$60.00	\$60.00	0%			
Board of Health		Penalty/Late Fee (Retail Food - Serving Meals)	2018	N/A	\$100.00	\$100.00	\$100.00	0%			
Board of Health		Re-Inspection Fee (Retail Food - Serving Meals)	N/A	N/A	\$125.00	\$125.00	\$125.00	0%			
Board of Health		Retail Food Establishment - Not Serving Meals	Plan Review Fee - Complex: >\$1,000,000 sales (Retail Food - NOT Serving Meals)	New in 2023	N/A	N/A	\$805.00	\$830.00			3%
Board of Health	Pre-inspection Fee - Complex: >\$1,000,000 sales (Retail Food - NOT Serving Meals)		New in 2023	N/A	N/A	\$805.00	\$830.00	3%			
Board of Health	License - Complex: >\$1,000,000 sales (Retail Food - NOT Serving Meals)		New in 2023	N/A	N/A	\$1,610.00	\$1,659.00	3%			
Board of Health	Operating without a License Fee - Complex: >\$1,000,000 sales (Retail Food - NOT Serving Meals)		New in 2023	N/A	N/A	\$3,220.00	\$3,318.00	3%			
Board of Health	Plan Review Fee - Complex: \$500,000 - \$999,999 sales (Retail Food - NOT Serving Meals)		New in 2023	N/A	N/A	\$588.00	\$606.00	3%			
Board of Health	Pre-inspection Fee - Complex: \$500,000 - \$999,999 sales (Retail Food - NOT Serving Meals)		New in 2023	N/A	N/A	\$588.00	\$606.00	3%			
Board of Health	License - Complex: \$500,000 - \$999,999 sales (Retail Food - NOT Serving Meals)		New in 2023	N/A	N/A	\$1,176.00	\$1,212.00	3%			
Board of Health	Operating without a License Fee - Complex: \$500,000 - \$999,999 sales (Retail Food - NOT Serving Meals)		New in 2023	N/A	N/A	\$2,352.00	\$2,424.00	3%			
Board of Health	Plan Review Fee - Complex: \$100,000 - \$499,999 sales (Retail Food - NOT Serving Meals)		New in 2023	N/A	N/A	\$476.00	\$491.00	3%			
Board of Health	Pre-inspection Fee - Complex: \$100,000 - \$499,999 sales (Retail Food - NOT Serving Meals)		New in 2023	N/A	N/A	\$476.00	\$491.00	3%			
Board of Health	License - Complex: \$100,000 - \$499,999 sales (Retail Food - NOT Serving Meals)		New in 2023	N/A	N/A	\$952.00	\$981.00	3%			
Board of Health	Operating without a License Fee - Complex: \$100,000 - \$499,999 sales (Retail Food - NOT Serving Meals)		New in 2023	N/A	N/A	\$1,904.00	\$1,962.00	3%			
Board of Health	Plan Review Fee - Complex: \$25,000 - \$100,000 sales (Retail Food - NOT Serving Meals)		New in 2023	N/A	N/A	\$366.00	\$377.00	3%			
Board of Health	Pre-inspection Fee - Complex: \$25,000 - \$100,000 sales (Retail Food - NOT Serving Meals)		New in 2023	N/A	N/A	\$366.00	\$377.00	3%			
Board of Health	License - Complex: \$25,000 - \$100,000 sales (Retail Food - NOT Serving Meals)		New in 2023	N/A	N/A	\$731.00	\$753.00	3%			
Board of Health	Operating without a License Fee - Complex: \$25,000 - \$100,000 sales (Retail Food - NOT Serving Meals)		New in 2023	N/A	N/A	\$1,462.00	\$1,506.00	3%			
Board of Health	Plan Review Fee - Complex: <\$25,000 sales (Retail Food - NOT Serving Meals)		New in 2023	N/A	N/A	\$240.00	\$248.00	3%			
Board of Health	Pre-inspection Fee - Complex: <\$25,000 sales (Retail Food - NOT Serving Meals)		New in 2023	N/A	N/A	\$240.00	\$248.00	3%			
Board of Health	License - Complex: <\$25,000 sales (Retail Food - NOT Serving Meals)		New in 2023	N/A	N/A	\$480.00	\$495.00	3%			
Board of Health	Operating without a License Fee - Complex: <\$25,000 sales (Retail Food - NOT Serving Meals)		New in 2023	N/A	N/A	\$960.00	\$990.00	3%			
Board of Health	Plan Review Fee - Moderate: >\$1,000,000 sales (Retail Food - NOT Serving Meals)		New in 2023	N/A	N/A	\$570.00	\$588.00	3%			
Board of Health	Pre-inspection Fee - Moderate: >\$1,000,000 sales (Retail Food - NOT Serving Meals)		New in 2023	N/A	N/A	\$570.00	\$588.00	3%			
Board of Health	License - Moderate: >\$1,000,000 sales (Retail Food - NOT Serving Meals)		New in 2023	N/A	N/A	\$1,140.00	\$1,175.00	3%			
Board of Health	Operating without a License Fee - Moderate: >\$1,000,000 sales (Retail Food - NOT Serving Meals)		New in 2023	N/A	N/A	\$2,280.00	\$2,350.00	3%			
Board of Health	Plan Review Fee - Moderate: \$500,000 - \$999,999 sales (Retail Food - NOT Serving Meals)		New in 2023	N/A	N/A	\$414.00	\$427.00	3%			
Board of Health	Pre-inspection Fee - Moderate: \$500,000 - \$999,999 sales (Retail Food - NOT Serving Meals)		New in 2023	N/A	N/A	\$414.00	\$427.00	3%			
Board of Health	License - Moderate: \$500,000 - \$999,999 sales (Retail Food - NOT Serving Meals)		New in 2023	N/A	N/A	\$828.00	\$853.00	3%			
Board of Health	Operating without a License Fee - Moderate: \$500,000 - \$999,999 sales (Retail Food - NOT Serving Meals)		New in 2023	N/A	N/A	\$1,656.00	\$1,706.00	3%			
Board of Health	Plan Review Fee - Moderate: \$100,000 - \$499,999 sales (Retail Food - NOT Serving Meals)		New in 2023	N/A	N/A	\$343.00	\$354.00	3%			
Board of Health	Pre-inspection Fee - Moderate: \$100,000 - \$499,999 sales (Retail Food - NOT Serving Meals)		New in 2023	N/A	N/A	\$343.00	\$354.00	3%			
Board of Health	License - Moderate: \$100,000 - \$499,999 sales (Retail Food - NOT Serving Meals)	New in 2023	N/A	N/A	\$686.00	\$707.00	3%				
Board of Health	Operating without a License Fee - Moderate: \$100,000 - \$499,999 sales (Retail Food - NOT Serving Meals)	New in 2023	N/A	N/A	\$1,372.00	\$1,414.00	3%				



Proposed 2024 Health Department fees and licenses											
Entity That Approves the Fee	Program	Proposed 2024 Health Department fees and licenses <i>(Revised Category Names in Red)</i>	Year of Last Increase (or Decrease)	Year of Prior Increase (or Decrease)	2022 Approved Fees	2023 Approved Fees	2024 Approved Fee	% Change 2023 to 2024	% of cost covered	Notes	
Board of Health	Retail Food Establishment (Not Serving Meals) (Continued)	Plan Review Fee - Moderate: \$25,000 - \$100,000 sales (Retail Food - NOT Serving Meals)	New in 2023	N/A	N/A	\$266.00	\$274.00	3%	82%	-Both Retail Food Categories (Serving Meals and NOT Serving Meals) are combined when calculating the % covered by fees	
Board of Health		Pre-inspection Fee - Moderate: \$25,000 - \$100,000 sales (Retail Food - NOT Serving Meals)	New in 2023	N/A	N/A	\$266.00	\$274.00	3%			
Board of Health		License - Moderate: \$25,000 - \$100,000 sales (Retail Food - NOT Serving Meals)	New in 2023	N/A	N/A	\$532.00	\$548.00	3%			
Board of Health		Operating without a License Fee - Moderate: \$25,000 - \$100,000 sales (Retail Food - NOT Serving Meals)	New in 2023	N/A	N/A	\$1,064.00	\$1,096.00	3%			
Board of Health		Plan Review Fee - Moderate: <\$25,000 sales (Retail Food - NOT Serving Meals)	New in 2023	N/A	N/A	\$213.00	\$219.00	3%			
Board of Health		Pre-inspection Fee - Moderate: <\$25,000 sales (Retail Food - NOT Serving Meals)	New in 2023	N/A	N/A	\$213.00	\$219.00	3%			
Board of Health		License - Moderate: <\$25,000 sales (Retail Food - NOT Serving Meals)	New in 2023	N/A	N/A	\$425.00	\$438.00	3%			
Board of Health		Operating without a License Fee - Moderate: <\$25,000 sales (Retail Food - NOT Serving Meals)	New in 2023	N/A	N/A	\$850.00	\$876.00	3%			
Board of Health		Plan Review Fee - Simple: >\$1,000,000 sales (Retail Food - NOT Serving Meals)	New in 2023	N/A	N/A	\$411.00	\$424.00	3%			
Board of Health		Pre-inspection Fee - Simple: >\$1,000,000 sales (Retail Food - NOT Serving Meals)	New in 2023	N/A	N/A	\$411.00	\$424.00	3%			
Board of Health		License - Simple: >\$1,000,000 sales (Retail Food - NOT Serving Meals)	New in 2023	N/A	N/A	\$822.00	\$847.00	3%			
Board of Health		Operating without a License Fee - Simple: >\$1,000,000 sales (Retail Food - NOT Serving Meals)	New in 2023	N/A	N/A	\$1,644.00	\$1,694.00	3%			
Board of Health		Plan Review Fee - Simple: \$500,000 - \$999,999 sales (Retail Food - NOT Serving Meals)	New in 2023	N/A	N/A	\$382.00	\$393.00	3%			
Board of Health		Pre-inspection Fee - Simple: \$500,000 - \$999,999 sales (Retail Food - NOT Serving Meals)	New in 2023	N/A	N/A	\$382.00	\$393.00	3%			
Board of Health		License - Simple: \$500,000 - \$999,999 sales (Retail Food - NOT Serving Meals)	New in 2023	N/A	N/A	\$763.00	\$786.00	3%			
Board of Health		Operating without a License Fee - Simple: \$500,000 - \$999,999 sales (Retail Food - NOT Serving Meals)	New in 2023	N/A	N/A	\$1,526.00	\$1,572.00	3%			
Board of Health		Plan Review Fee - Simple: \$100,000 - \$499,999 sales (Retail Food - NOT Serving Meals)	New in 2023	N/A	N/A	\$323.00	\$333.00	3%			
Board of Health		Pre-inspection Fee - Simple: \$100,000 - \$499,999 sales (Retail Food - NOT Serving Meals)	New in 2023	N/A	N/A	\$323.00	\$333.00	3%			
Board of Health		License - Simple: \$100,000 - \$499,999 sales (Retail Food - NOT Serving Meals)	New in 2023	N/A	N/A	\$646.00	\$666.00	3%			
Board of Health		Operating without a License Fee - Simple: \$100,000 - \$499,999 sales (Retail Food - NOT Serving Meals)	New in 2023	N/A	N/A	\$1,292.00	\$1,332.00	3%			
Board of Health		Plan Review Fee - Simple: \$25,000 - \$100,000 sales (Retail Food - NOT Serving Meals)	New in 2023	N/A	N/A	\$253.00	\$261.00	3%			
Board of Health		Pre-inspection Fee - Simple: \$25,000 - \$100,000 sales (Retail Food - NOT Serving Meals)	New in 2023	N/A	N/A	\$253.00	\$261.00	3%			
Board of Health		License - Simple: \$25,000 - \$100,000 sales (Retail Food - NOT Serving Meals)	New in 2023	N/A	N/A	\$506.00	\$522.00	3%			
Board of Health		Operating without a License Fee - Simple: \$25,000 - \$100,000 sales (Retail Food - NOT Serving Meals)	New in 2023	N/A	N/A	\$1,012.00	\$1,044.00	3%			
Board of Health		Plan Review Fee - Simple: <\$25,000 sales (Retail Food - NOT Serving Meals)	New in 2023	N/A	N/A	\$155.00	\$160.00	3%			
Board of Health		Pre-inspection Fee - Simple: <\$25,000 sales (Retail Food - NOT Serving Meals)	New in 2023	N/A	N/A	\$155.00	\$160.00	3%			
Board of Health		License - Simple: <\$25,000 sales (Retail Food - NOT Serving Meals)	New in 2023	N/A	N/A	\$310.00	\$320.00	3%			
Board of Health		Operating without a License Fee - Simple: <\$25,000 sales (Retail Food - NOT Serving Meals)	New in 2023	N/A	N/A	\$620.00	\$640.00	3%			
Board of Health		License - Non-Processing (55) (Retail Food - NOT Serving Meals)	2023	2020	\$207.00	\$222.00	\$229.00	3%			
Board of Health		Operating without a License Fee - Non-Processing (55) (Retail Food - NOT Serving Meals)	2023	2020	\$414.00	\$444.00	\$458.00	3%			
Board of Health		License - Transient Retail Food (Retail Food - NOT Serving Meals)	Decr in 2020	2018	\$150.00	\$150.00	\$150.00	0%			
Board of Health		Operating without a License Fee - Transient Retail Food (Retail Food - NOT Serving Meals)	Decr in 2020	N/A	\$300.00	\$300.00	\$300.00	0%			
Board of Health		License - Mobile Retail Prepackaged Food (Retail Food - NOT Serving Meals)	N/A	N/A	\$150.00	\$150.00	\$150.00	0%			
Board of Health	Operating without a License Fee - Mobile Retail Prepackaged Food (Retail Food - NOT Serving Meals)	N/A	N/A	\$300.00	\$300.00	\$300.00	0%				
Board of Health	License - Micro Market (Individual) (Retail Food - NOT Serving Meals)	N/A	N/A	\$40.00	\$40.00	\$40.00	0%				
Board of Health	Operating without a License Fee - Micro Market (Individual) (Retail Food - NOT Serving Meals)	N/A	N/A	\$80.00	\$80.00	\$80.00	0%				
Board of Health	License - Micro Market (Multiple in Same Facility) (Retail Food - NOT Serving Meals)	N/A	N/A	\$60.00	\$60.00	\$60.00	0%				
Board of Health	Operating without a License Fee - Micro Market (Multiple in Same Facility) (Retail Food - NOT Serving Meals)	N/A	N/A	\$120.00	\$120.00	\$120.00	0%				
Board of Health	Penalty/Late Fee (Retail Food - NOT Serving Meals)	N/A	N/A	\$100.00	\$100.00	\$100.00	0%				
Board of Health	Re-Inspection Fee (Retail Food - NOT Serving Meals)	2018	N/A	\$125.00	\$125.00	\$125.00	0%				
Board of Health	School Food Service	Satellite Kitchen	2020	2019	\$265.00	\$279.00	\$279.00	0%			
Board of Health		Limited Food Preparation	2020	2019	\$350.00	\$368.00	\$368.00	0%			
Board of Health		Unlimited Food Preparation	2020	2019	\$475.00	\$499.00	\$499.00	0%			
Board of Health	Campground Program	Unlimited Food Preparation and Transport	2020	2019	\$579.00	\$608.00	\$608.00	0%			
Board of Health		Plan Review Fee - Campground (1 to 25 Sites)	2023	2019	\$152.00	\$155.00	\$155.00	0%			
Board of Health		Pre-inspection Fee - Campground (1 to 25 Sites)	2023	2019	\$152.00	\$155.00	\$155.00	0%			
Board of Health		License - Campground (1 to 25 Sites)	2023	2019	\$303.00	\$310.00	\$310.00	0%			
Board of Health		Operating without a License Fee - Campground (1 to 25 Sites)	2023	2019	\$606.00	\$620.00	\$620.00	0%			
Board of Health		Plan Review Fee - Campground (26 to 50 Sites)	2023	2019	\$198.00	\$202.00	\$202.00	0%			
Board of Health		Pre-inspection Fee - Campground (26 to 50 Sites)	2023	2019	\$198.00	\$202.00	\$202.00	0%			
Board of Health		License - Campground (26 to 50 Sites)	2023	2019	\$395.00	\$403.00	\$403.00	0%			
Board of Health		Operating without a License Fee - Campground (26 to 50 Sites)	2023	2019	\$790.00	\$806.00	\$806.00	0%			
Board of Health		Plan Review Fee - Campground (51 to 100 Sites)	2023	2019	\$251.00	\$256.00	\$256.00	0%			
Board of Health		Pre-inspection Fee - Campground (51 to 100 Sites)	2023	2019	\$251.00	\$256.00	\$256.00	0%			
Board of Health		License - Campground (51 to 100 Sites)	2023	2019	\$501.00	\$512.00	\$512.00	0%			
Board of Health		Operating without a License Fee - Campground (51 to 100 Sites)	2023	2019	\$1,002.00	\$1,024.00	\$1,024.00	0%			
Board of Health		Plan Review Fee - Campground (101 to 199 Sites)	2023	2019	\$273.00	\$279.00	\$279.00	0%			
Board of Health		Pre-inspection Fee - Campground (101 to 199 Sites)	2023	2019	\$273.00	\$279.00	\$279.00	0%			
Board of Health		License - Campground (101 to 199 Sites)	2023	2019	\$546.00	\$557.00	\$557.00	0%			
Board of Health		Operating without a License Fee - Campground (101 to 199 Sites)	2023	2019	\$1,092.00	\$1,114.00	\$1,114.00	0%			
Board of Health		Plan Review Fee - Campground (200 or more Sites)	2023	N/A	\$276.00	\$282.00	\$282.00	0%			
Board of Health	Pre-inspection Fee - Campground (200 or more Sites)	2023	N/A	\$276.00	\$282.00	\$282.00	0%				
Board of Health	License - Campground (200 or more Sites)	2023	N/A	\$552.00	\$564.00	\$564.00	0%				
Board of Health	Operating without a License Fee - Campground (200 or more Sites)	2023	N/A	\$1,104.00	\$1,128.00	\$1,128.00	0%				



Proposed 2024 Health Department fees and licenses										
Entity That Approves the Fee	Program	Proposed 2024 Health Department fees and licenses <i>(Revised Category Names in Red)</i>	Year of Last Increase (or Decrease)	Year of Prior Increase (or Decrease)	2022 Approved Fees	2023 Approved Fees	2024 Approved Fee	% Change 2023 to 2024	% of cost covered	Notes
Board of Health	Campground Program (Continued)	License - Special Event Campground (1 to 25 Sites)	2023	2019	\$303.00	\$310.00	\$310.00	0%	98%	-Complete Educational/Recreational Camp Re structure in 2024
Board of Health		Operating without a License Fee - Special Event Campground (1 to 25 Sites)	2023	2019	\$606.00	\$620.00	\$620.00	0%		
Board of Health		License - Special Event Campground (26 to 50 Sites)	2023	2019	\$395.00	\$403.00	\$403.00	0%		
Board of Health		Operating without a License Fee - Special Event Campground (26 to 50 Sites)	2023	2019	\$790.00	\$806.00	\$806.00	0%		
Board of Health		License - Special Event Campground (51 to 99 Sites)	2023	2019	\$501.00	\$512.00	\$512.00	0%		
Board of Health		Operating without a License Fee - Special Event Campground (51 to 99 Sites)	2023	2019	\$1,002.00	\$1,024.00	\$1,024.00	0%		
Board of Health		License - Special Event Campground (100 to 199 Sites)	2023	2019	\$546.00	\$557.00	\$557.00	0%		
Board of Health		Operating without a License Fee - Special Event Campground (100 to 199 Sites)	2023	2019	\$1,092.00	\$1,114.00	\$1,114.00	0%		
Board of Health		License - Special Event Campground (200 or more Sites)	2023	N/A	\$552.00	\$564.00	\$564.00	0%		
Board of Health		Operating without a License Fee - Special Event Campground (200 or more Sites)	2023	N/A	\$1,104.00	\$1,128.00	\$1,128.00	0%		
Board of Health		Plan Review Fee - Simple: Educational/Recreational Facility	New in 2024	N/A	N/A	N/A	\$155.00	New		
Board of Health		Pre-inspection Fee - Simple: Educational/Recreational Facility	New in 2024	N/A	N/A	N/A	\$155.00	New		
Board of Health		License - Simple: Educational/Recreational Facility	New in 2024	N/A	N/A	N/A	\$310.00	New		
Board of Health		Operating without a License Fee - Simple: Educational/Recreational Facility	New in 2024	N/A	N/A	N/A	\$620.00	New		
Board of Health		Plan Review Fee - Simple: Educational/Recreational Facility w/ Hospitality	New in 2024	N/A	N/A	N/A	\$168.00	New		
Board of Health		Pre-inspection Fee - Simple: Educational/Recreational Facility w/ Hospitality	New in 2024	N/A	N/A	N/A	\$168.00	New		
Board of Health		License - Simple: Educational/Recreational Facility w/ Hospitality	New in 2024	N/A	N/A	N/A	\$336.00	New		
Board of Health		Operating without a License Fee - Simple: Educational/Recreational Facility w/ Hospitality	New in 2024	N/A	N/A	N/A	\$672.00	New		
Board of Health		Plan Review Fee - Moderate: Educational/Recreational Facility	New in 2024	N/A	N/A	N/A	\$164.00	New		
Board of Health		Pre-inspection Fee - Moderate: Educational/Recreational Facility	New in 2024	N/A	N/A	N/A	\$164.00	New		
Board of Health		License - Moderate: Educational/Recreational Facility	New in 2024	N/A	N/A	N/A	\$328.00	New		
Board of Health		Operating without a License Fee - Moderate: Educational/Recreational Facility	New in 2024	N/A	N/A	N/A	\$656.00	New		
Board of Health		Plan Review Fee - Moderate: Educational/Recreational Facility w/ Hospitality	New in 2024	N/A	N/A	N/A	\$179.00	New		
Board of Health		Pre-inspection Fee - Moderate: Educational/Recreational Facility w/ Hospitality	New in 2024	N/A	N/A	N/A	\$179.00	New		
Board of Health		License - Moderate: Educational/Recreational Facility w/ Hospitality	New in 2024	N/A	N/A	N/A	\$358.00	New		
Board of Health		Operating without a License Fee - Moderate: Educational/Recreational Facility w/ Hospitality	New in 2024	N/A	N/A	N/A	\$716.00	New		
Board of Health		Plan Review Fee - Complex: Educational/Recreational Facility	New in 2024	N/A	N/A	N/A	\$178.00	New		
Board of Health		Pre-inspection Fee - Complex: Educational/Recreational Facility	New in 2024	N/A	N/A	N/A	\$178.00	New		
Board of Health		License - Complex: Educational/Recreational Facility	New in 2024	N/A	N/A	N/A	\$355.00	New		
Board of Health		Operating without a License Fee - Complex: Educational/Recreational Facility	New in 2024	N/A	N/A	N/A	\$710.00	New		
Board of Health		Plan Review Fee - Complex: Educational/Recreational Facility w/ Hospitality	New in 2024	N/A	N/A	N/A	\$198.00	New		
Board of Health		Pre-inspection Fee - Complex: Educational/Recreational Facility w/ Hospitality	New in 2024	N/A	N/A	N/A	\$198.00	New		
Board of Health		License - Complex: Educational/Recreational Facility w/ Hospitality	New in 2024	N/A	N/A	N/A	\$395.00	New		
Board of Health		Operating without a License Fee - Complex: Educational/Recreational Facility w/ Hospitality	New in 2024	N/A	N/A	N/A	\$790.00	New		
Board of Health	Penalty/Late Fee	N/A	N/A	\$100.00	\$100.00	\$100.00	0%			
Board of Health	Re-Inspection Fee	2018	N/A	\$125.00	\$125.00	\$125.00	0%			
Board of Health	Wells	Permit Fee - Well	2009	2009	\$75.00	\$75.00	\$75.00	0%	100%	
Board of Health	POWTS Permits	Permit Fee - Non-Pressure In-Ground < 1000gpd	2020	2016	\$498.00	\$498.00	\$498.00	0%	94%	-All POWTS program fees (including annual maintenance charges) are combined to calculate % of program covered through fees
Board of Health		Permit Fee - Non-Pressure In-Ground 1001-4999gpd	2020	2016	\$899.00	\$899.00	\$899.00	0%		
Board of Health		Permit Fee - Non-Pressure In-Ground 5000-8000gpd	2020	2016	\$1,115.00	\$1,115.00	\$1,115.00	0%		
Board of Health		Permit Fee - Non-Pressure In-Ground > 8000gpd	2020	2016	\$1,331.00	\$1,331.00	\$1,331.00	0%		
Board of Health		Permit Fee - In-Ground Pressure < 1000gpd	2020	2016	\$889.00	\$889.00	\$889.00	0%		
Board of Health		Plan Review Fee- In-Ground Pressure < 1000gpd	N/A	N/A	\$250.00	\$250.00	\$250.00	0%		
Board of Health		Permit Fee - In-Ground Pressure 1001-4999gpd	2020	2016	\$1,095.00	\$1,095.00	\$1,095.00	0%		
Board of Health		Permit Fee - In-Ground Pressure 5000-8000gpd	2020	2016	\$1,290.00	\$1,290.00	\$1,290.00	0%		
Board of Health		Permit Fee - In-Ground Pressure > 8000gpd	2020	2016	\$1,452.00	\$1,452.00	\$1,452.00	0%		
Board of Health		Permit Fee - At-Grade, Mound, Drip, Sand Filters < 1000gpd	2020	2016	\$933.00	\$933.00	\$933.00	0%		
Board of Health		Plan Review Fee - At-Grade, Mound, Drip, Sand Filters < 1000gpd	N/A	N/A	\$250.00	\$250.00	\$250.00	0%		
Board of Health		Permit Fee - At-Grade, Mound, Drip, Sand Filters 1001-4999gpd	2020	2016	\$1,333.00	\$1,333.00	\$1,333.00	0%		
Board of Health		Permit Fee - At-Grade, Mound, Drip, Sand Filters 5000-8000gpd	2020	2016	\$1,582.00	\$1,582.00	\$1,582.00	0%		
Board of Health		Permit Fee - At-Grade, Mound, Drip, Sand Filters > 8000gpd	2020	2016	\$1,798.00	\$1,798.00	\$1,798.00	0%		
Board of Health		Permit Fee - Holding Tanks < 1000gpd	2020	2016	\$498.00	\$498.00	\$498.00	0%		
Board of Health		Permit Fee - Holding Tanks 1001-4999gpd	2020	2016	\$563.00	\$563.00	\$563.00	0%		
Board of Health		Permit Fee - Holding Tanks 5000-8000gpd	2020	2016	\$617.00	\$617.00	\$617.00	0%		
Board of Health		Permit Fee - Holding Tanks > 8000gpd	2020	2016	\$649.00	\$649.00	\$649.00	0%		
Board of Health		Permit Fee - Other Modification to Existing System (e.g. Pre-Treatment devices)	2020	2016	\$498.00	\$498.00	\$498.00	0%		
Board of Health		Transfer/Renewal Fee	N/A	N/A	\$30.00	\$30.00	\$30.00	0%		
Board of Health		Permit Fee - Privy, Composting Toilet, Incinerating Toilet	2023	N/A	\$70.00	\$195.00	\$195.00	0%		
Board of Health		Permit Fee - New Connection, Reconnection to Existing System	New in 2023	N/A	N/A	\$70.00	\$70.00	New		
Board of Health		Inspection Fee - New Connection, Reconnection to Existing System (only required when system >3 yrs old)	New in 2023	N/A	N/A	\$125.00	\$125.00	New		

Proposed 2024 Health Department fees and licenses											
Entity That Approves the Fee	Program	Proposed 2024 Health Department fees and licenses <i>(Revised Category Names in Red)</i>	Year of Last Increase (or Decrease)	Year of Prior Increase (or Decrease)	2022 Approved Fees	2023 Approved Fees	2024 Approved Fee	% Change 2023 to 2024	% of cost covered	Notes	
Board of Health	POWTS Permits (Continued)	Permit Fee - Public/Commercial Non-Pressure In-Ground <1000gpd	2020	2016	\$498.00	\$498.00	\$498.00	0%	94%	-All POWTS program fees (including annual maintenance charges) are combined to calculate % of program covered through fees	
Board of Health		Plan Review Fee - Public/Commercial Non-Pressure In-Ground <1000gpd	N/A	N/A	\$250.00	\$250.00	\$250.00	0%			
Board of Health		Permit Fee - Public/Commercial Non-Pressure In-Ground 1001-2000gpd	2020	2016	\$899.00	\$899.00	\$899.00	0%			
Board of Health		Plan Review Fee - Public/Commercial Non-Pressure In-Ground 1001-2000gpd	N/A	N/A	\$325.00	\$325.00	\$325.00	0%			
Board of Health		Permit Fee - Public/Commercial Non-Pressure In-Ground 2001-5000gpd	2020	2016	\$1,115.00	\$1,115.00	\$1,115.00	0%			
Board of Health	Board of Health	Plan Review Fee - Public/Commercial Non-Pressure In-Ground 2001-5000gpd	N/A	N/A	\$400.00	\$400.00	\$400.00	0%	94%	-All POWTS program fees (including annual maintenance charges) are combined to calculate % of program covered through fees	
Board of Health	Filling and Review Fee - Soil & Site Evaluation Report (Full Report)	N/A	N/A	\$50.00	\$50.00	\$50.00	0%				
Board of Health	Soil Boring Review Fee: (1-4 Borings)	New in 2023	N/A	N/A	\$35.00	\$35.00	New				
Board of Health	Soil Boring Review Fee: (5-9 Borings)	New in 2023	N/A	N/A	\$50.00	\$50.00	New				
Board of Health	Soil Boring Review Fee: (10-24 Borings)	New in 2023	N/A	N/A	\$70.00	\$70.00	New				
Board of Health	Soil Boring Review Fee: (25-49 Borings)	New in 2023	N/A	N/A	\$100.00	\$100.00	New				
Board of Health	Soil Boring Review Fee: (50-99 Borings)	New in 2023	N/A	N/A	\$150.00	\$150.00	New				
Board of Health	Soil Boring Review Fee: (100 or more Borings)	New in 2023	N/A	N/A	\$225.00	\$225.00	New				
Board of Health	Application Fee - Wisconsin Fund	N/A	N/A	\$120.00	\$120.00	\$120.00	0%				
Board of Health	Subdivision Plat Review Fee (5 or more lots)	N/A	N/A	\$50.00	\$50.00	\$50.00	0%				
Board of Health	Incinerator	License - Incinerator	Decr in 2023	Decr in 2019	\$79.00	\$25.00	\$25.00	0%	92%	Reduction incorporates proposed change in scope of work associated with licensing	
Board of Health		Operating without a License Fee - Incinerator	Decr in 2023	N/A	\$158.00	\$50.00	\$50.00	0%			
Board of Health		Penalty/Late Fee	N/A	N/A	\$100.00	\$100.00	\$100.00	0%			
Board of Health	Board of Health	Re-Inspection Fee	2018	N/A	\$125.00	\$125.00	\$125.00	0%	100%	*Private samples not accepted ^Requires advanced scheduling	
Board of Health	Laboratory Fee - Total Coliform (Includes E.Coli presence/absence)	2023	2019	\$21.00	\$23.00	\$25.00	9%				
Board of Health	Laboratory Fee - Heterotrophic Plate Count	2019	2018	\$27.00	\$30.00	\$32.00	7%				
Board of Health	<b>Laboratory Fee - Nitrate – Nitrogen</b>	2023	2019	\$21.00	\$23.00	\$25.00	9%				
Board of Health	Laboratory Fee - pH (water)	2023	2018	\$10.00	\$11.00	\$12.00	9%				
Board of Health	Laboratory Fee - Total Hardness (quantitative)	2023	2019	\$38.00	\$40.00	\$30.00	-25%				
Board of Health	Laboratory Fee - Fluoride	2023	2019	\$21.00	\$23.00	\$25.00	9%				
Board of Health	Laboratory Fee - Spore Ampules	2023	2019	\$17.00	\$19.00	\$20.00	5%				
Board of Health	Laboratory Fee - Copper	2023	2019	\$23.00	\$25.00	\$30.00	20%				
Board of Health	Laboratory Fee - Manganese	2023	2019	\$23.00	\$25.00	\$30.00	20%				
Board of Health	Laboratory Fee - Zinc	2023	2019	\$23.00	\$25.00	\$30.00	20%				
Board of Health	Laboratory Fee - Magnesium	2023	2019	\$23.00	\$25.00	\$30.00	20%				
Board of Health	Laboratory Fee - Cadmium	2023	2019	\$31.00	\$31.00	\$30.00	-3%				
Board of Health	Laboratory Fee - Cobalt	New in 2024	N/A	N/A	N/A	\$30.00	New				
Board of Health	Laboratory Fee - Chromium	2023	2019	\$31.00	\$31.00	\$30.00	-3%				
Board of Health	Laboratory Fee - Arsenic	2023	2019	\$31.00	\$31.00	\$30.00	-3%				
Board of Health	Laboratory Fee - Calcium	2023	2019	\$23.00	\$25.00	\$30.00	20%				
Board of Health	Laboratory Fee - Iron	2023	2019	\$23.00	\$25.00	\$30.00	20%				
Board of Health	Laboratory Fee - Nickel	2023	2019	\$23.00	\$25.00	\$30.00	20%				
Board of Health	Laboratory Fee - Lead	2023	2019	\$31.00	\$31.00	\$30.00	-3%				
Board of Health	Laboratory Fee - Methamphetamine*	2023	2019	\$45.00	\$65.00	\$75.00	15%				
Board of Health	Laboratory Fee - E. coli (Quantitative)^	2023	2019	\$27.00	\$30.00	\$32.00	7%				
Board of Health	Laboratory Fee - pH (food)*	2023	N/A	\$21.00	\$23.00	\$25.00	9%				
Board of Health	Laboratory Fee - Sterility verification* ^	N/A	N/A	\$31.00	\$34.00	\$37.00	9%				
Board of Health	Laboratory Fee - Pseudomonas	N/A	2018	\$27.00	\$30.00	\$32.00	7%				
Board of Health	Water Sample Bottle Shipping Fee (less than 5 bottles)	New in 2024	N/A	N/A	N/A	\$5.00	New				
Board of Health	Water Sample Bottle Shipping Fee (5 bottles or more)	New in 2024	N/A	N/A	N/A	\$10.00	New				
Board of Health	Public Health Laboratory (Private Drinking Water Bundles)	<b>Metals Bundle (Includes lead, copper, arsenic, iron, manganese, hardness, zinc, cadmium, cobalt, chromium, nickel)</b>	N/A	N/A	N/A	\$120.00	\$88.00	-27%	100%	Proposed price reduction associated with increased efficiency of new metals analysis instrument	
Board of Health		Homeowners Bundle (Includes total coliform (w/ E.coli), nitrate, lead, copper, arsenic)	N/A	N/A	N/A	\$100.00	\$80.00	-20%	73%		
Board of Health		Homeowners Plus Bundle (Includes total coliform (w/ E.coli), nitrate, lead, copper, arsenic, iron, manganese, hardness, zinc, cadmium, cobalt, chromium, nickel)	New in 2024	N/A	N/A	N/A	\$120.00	New	100%		
Board of Health	Radon	Newborn Bundle (Includes total coliform (w/ E.coli), nitrate, lead, copper, fluoride)	N/A	N/A	N/A	\$95.00	\$75.00	-21%	56%	100%	
Board of Health		Short-term Radon Test Kit 9	2015	N/A	\$10.00	\$10.00	\$10.00	0%			
Board of Health		Short-term Radon Test Kit 9 - Non Tax	2015	N/A	\$10.00	\$10.00	\$10.00	0%			
Board of Health		Long-term Radon Test Kit	2015	N/A	\$25.00	\$25.00	\$25.00	0%			
Board of Health		Long-term Radon Test Kit - Nontax	2015	N/A	\$25.00	\$25.00	\$25.00	0%			
Board of Health	Prenatal Care Coordination	Prenatal Care - Risk Assessment	2023	2022	\$115.00	\$117.00	\$124.00	6%	-	Fees represent cost to HD. Reimbursement received at MA rates.	
Board of Health		Prenatal Care - Plan Development	2023	2022	\$115.00	\$117.00	\$124.00	6%	-		
Board of Health		Prenatal Care Education - Ongoing Care Coordination - In Office - RN/RD - Per Visit	2023	2022	\$57.00	\$59.00	\$93.00	58%	-		
Board of Health		Prenatal Care Education - Ongoing Care Coordination - Home Visit - RN/RD - Per Visit	2023	2022	\$115.00	\$117.00	\$124.00	6%	-		
Board of Health	Board of Health	Prenatal Care Case Management and Documentation RN or RD - Per 15 Minutes	2022	2021	\$29.00	\$29.00	\$31.00	7%	-		

Proposed 2024 Health Department fees and licenses

Entity That Approves the Fee	Program	Proposed 2024 Health Department fees and licenses <i>(Revised Category Names in Red)</i>	Year of Last Increase (or Decrease)	Year of Prior Increase (or Decrease)	2022 Approved Fees	2023 Approved Fees	2024 Approved Fee	% Change 2023 to 2024	% of cost covered	Notes
Board of Health	Communicable Disease	TB Case Management - per 15 minutes	2022	2021	\$29.00	\$29.00	\$31.00	7%	-	Fees represent cost to HD. Reimbursement received at MA rates.
Board of Health		TB Oral Med Administration - 15 Mmin	2022	2021	\$29.00	\$29.00	\$31.00	7%	-	
Board of Health		TB DOT Symptom/Treatment Monitoring 15 min 99401	2022	2021	\$29.00	\$29.00	\$31.00	7%	-	
Board of Health		TB DOT Symptom/Treatment Monitoring 30 min 99402	2023	2022	\$57.00	\$58.00	\$62.00	7%	-	
Board of Health		TB DOT Symptom/Treatment Monitoring 45 min 99403	2023	2022	\$86.00	\$87.00	\$93.00	7%	-	
Board of Health		TB DOT Symptom/Treatment Monitoring 60 min 99404	2023	2022	\$115.00	\$116.00	\$124.00	7%	-	Fees represent cost to HD. Reimbursement received at MA rates.
Board of Health		TB Pt Education and Guidance - 15 min	2022	2021	\$29.00	\$29.00	\$31.00	7%	-	
Board of Health		TB Skin Test	2023	2021	\$37.00	\$38.00	\$40.00	5%	100%	
Board of Health		TB Travel for DOT ≥ 45 minutes	2023	N/A	\$86.00	\$88.00	\$93.00	6%	-	Fees represent cost to HD. Reimbursement received at MA rates.
Board of Health		TB Travel for DOT ≥ 60 minutes	2023	N/A	\$115.00	\$117.00	\$124.00	6%	-	Fees represent cost to HD. Reimbursement received at MA rates.
Board of Health		Hepatitis B Vaccine	Decr in 2023	2022	\$90.00	\$75.00	\$149.00	99%	100%	Increase in cost per dose due to vaccine price increase and switching to 2 dose series from 3 dose series. Total 2 dose series costs \$22 more than total 3 dose series for 2024.
Board of Health		Influenza Vaccine	2019	N/A	NA	NA	NA	0%	N/A	Fee exempt 2022-2024 flu seasons, 2024-2025 to be reviewed in Spring of 2024.
Board of Health		HIV Test	2019	N/A	\$30.00	\$30.00	\$30.00	0%	100%	
Board of Health		Reproductive Health	Initial Eval/Mgmt (12-17 yrs) 99384	2019	2018	\$330.00	\$330.00	\$330.00	0%	-
Board of Health	Initial Eval/Mgmt (18-39 yrs)99385		2019	2018	\$330.00	\$330.00	\$330.00	0%	-	
Board of Health	Initial Eval/Mgmt (40-64 yrs) 99386		2019	2018	\$330.00	\$330.00	\$330.00	0%	-	
Board of Health	Periodic Re-eval/Mgmt (12-17 yrs) 99394		2019	2018	\$330.00	\$330.00	\$330.00	0%	-	
Board of Health	Periodic Re-eval/Mgmt (18-39 yrs) 99395		2019	2018	\$330.00	\$330.00	\$330.00	0%	-	
Board of Health	Periodic Re-eval/Mgmt (40-64 yrs) 99396		2019	2018	\$330.00	\$330.00	\$330.00	0%	-	
Board of Health	Dispensing Fee-New Fee April 2017		N/A	N/A	\$190.00	\$190.00	\$190.00	0%	-	
Board of Health	Dispensing Fee - Method by Mail March 2023		New in 2023	N/A	N/A	\$115.50	\$115.50	0%	-	
Board of Health	Reproductive Health - Wet Mount		Decr in 2018	N/A	\$14.00	\$14.00	\$14.00	0%	-	
Board of Health	Reproductive Health - Urinalysis		Decr in 2018	N/A	\$7.00	\$7.00	\$7.00	0%	-	
Board of Health	Reproductive Health - Hemoglobin		Decr in 2019	Decr in 2018	\$8.00	\$8.00	\$8.00	0%	-	
Board of Health	Reproductive Health - Office Visit new pt 20 minute 99202		2021	2019	\$190.00	\$190.00	\$190.00	0%	-	
Board of Health	Reproductive Health - Office Visit new pt 30 minute 99203		2021	2019	\$280.00	\$280.00	\$280.00	0%	-	
Board of Health	Reproductive Health - Office Visit new pt 45 minute 99204		2021	2019	\$420.00	\$420.00	\$420.00	0%	-	
Board of Health	Reproductive Health - Office Visit established pt 5 minute 99211		2021	2019	\$50.00	\$50.00	\$50.00	0%	-	
Board of Health	Reproductive Health - Office Visit established pt 10 minute 99212		2021	2019	\$110.00	\$110.00	\$110.00	0%	-	
Board of Health	Reproductive Health - Office Visit established pt 15 minute 99213		2021	2019	\$190.00	\$190.00	\$190.00	0%	-	
Board of Health	Reproductive Health - Office Visit established pt 25 minute 99214		2021	2019	\$280.00	\$280.00	\$280.00	0%	-	
Board of Health	Reproductive Health - Pregnancy		2018	2016	\$21.00	\$21.00	\$21.00	0%	-	
Board of Health	Reproductive Health - Glucose		Decr in 2018	2016	\$11.00	\$11.00	\$11.00	0%	-	
Board of Health	Reproductive Health - Lab handling fee		2020	2016	\$24.00	\$24.00	\$24.00	0%	-	
Board of Health	Reproductive Health - Scope of Cervix 57452		2021	2019	\$270.00	\$270.00	\$270.00	0%	-	
Board of Health	Reproductive Health - Biopsy of Cervix 57455		2021	2019	\$355.00	\$355.00	\$355.00	0%	-	
Board of Health	Reproductive Health - Biopsy of Cervix and Curettage 57454		2021	2019	\$380.00	\$380.00	\$380.00	0%	-	
Board of Health	Reproductive Health - Lesions 1-14 (male) 17110		2021	2019	\$275.00	\$275.00	\$275.00	0%	-	
Board of Health	Reproductive Health - Lesions 15+ (male)17111		2021	2019	\$330.00	\$330.00	\$330.00	0%	-	
Board of Health	Reproductive Health - Lesions Anal (female) 46900		2021	2019	\$600.00	\$600.00	\$600.00	0%	-	
Board of Health	Reproductive Health - Lesions Vulva (female)56501		2021	2019	\$330.00	\$330.00	\$330.00	0%	-	
Board of Health	Reproductive Health - Nexplanon Insertion		2021	2019	\$340.00	\$340.00	\$340.00	0%	-	
Board of Health	Reproductive Health - Nexplanon Removal		2021	2019	\$390.00	\$390.00	\$390.00	0%	-	
Board of Health	Reproductive Health - Nexplanon Insertion and Removal		2021	2019	\$560.00	\$560.00	\$560.00	0%	-	
Board of Health	Reproductive Health - IUD Insertion		2021	2019	\$180.00	\$180.00	\$180.00	0%	-	
Board of Health	Reproductive Health - IUD Removal		2021	2019	\$235.00	\$235.00	\$235.00	0%	-	
Board of Health	Reproductive Health - Chlamydia Testing		New in 2024	N/A	N/A	N/A	\$40.00	New	-	
Board of Health	Reproductive Health - Gonorrhea Testing	New in 2024	N/A	N/A	N/A	\$40.00	New	-		
Board of Health	Reproductive Health - Trichomonas Vaginalis Testing	New in 2024	N/A	N/A	N/A	\$40.00	New	-		
Board of Health	Reproductive Health - Vaccine Administration Fee	New in 2024	N/A	N/A	N/A	\$29.00	New	-		
Board of Health	Reproductive Health - HPV Vaccine	New in 2024	N/A	N/A	N/A	\$269.00	New	-		
Board of Health	Reproductive Health - Outside Labs, Medications and Supplies	N/A	N/A	Varies	Varies	Varies	N/A	-		

Proposed 2024 Health Department fees and licenses

Entity That Approves the Fee	Program	Proposed 2024 Health Department fees and licenses <i>(Revised Category Names in Red)</i>	Year of Last Increase (or Decrease)	Year of Prior Increase (or Decrease)	2022 Approved Fees	2023 Approved Fees	2024 Approved Fee	% Change 2023 to 2024	% of cost covered	Notes
Board of Health	Lead Program	Blood Lead Testing	2023	2021	\$55.00	\$57.00	\$61.00	7%	-	Fees represent cost to HD. Reimbursement received at MA rates.
Board of Health		Initial Investigation	2023	Decr in 2022	\$922.00	\$956.00	\$1,004.00	5%	-	
Board of Health		Follow-up Clearance Investigation	2023	Decr in 2022	\$346.00	\$359.00	\$376.00	5%	-	
Board of Health		Nursing Education Home Visit	2023	2022	\$172.00	\$176.00	\$186.00	6%	-	

**Eau Claire City-County Board of Health  
23-01  
August 23, 2023**

Adopting fees for Retail Food Establishments as defined in ATCP 75

WHEREAS Wisconsin Statute 251.04(3) and 97.41(1m) provides that the Board of Health of the Eau Claire City-County Health Department shall have the authority to adopt regulations to protect and improve public health; and

WHEREAS Wisconsin Statute 251.04(7) specifically states that such boards take such measures as shall be effectual for the preservation of the public health; and

WHEREAS the Board of Health of the Eau Claire City-County Health Department did adopt such a regulation entitled "Food Establishment Regulation"; and

WHEREAS Section Wisconsin Statute 66.0628 provides the authority to set and impose fees for services; and

WHEREAS Section 1-0.060A of this regulation provides that the Board of Health shall establish fees for the permits for these facilities;

THEREFORE, the Eau Claire City-County Board of Health does ordain that the following fees shall be required annually for the permits and as specified for reinspections, preinspections, plan reviews, and late fees of the various types of facilities as defined in the regulation. Such fees shall be reviewed periodically by the Board of Health for adjustments as needed. All fees shall be payable to the Eau Claire City-County Health Department or to the Eau Claire City Treasurer for Health Department permits being issued by the City Clerk's office.

1. Retail Food Establishment-Serving Meals Permit Fee, Plan Review Fee, and Preinspection Fee Schedule: The annual, non-returnable and non-prorated fees for retail food establishment-serving meals, and transient retail food establishments, as well as plan review and preinspection fees for new and change of operator are as follows:

<b>Retail Food Establishment-Serving Meals**</b>	<b>Health Department Fee</b>	<b>Plan Review Fee</b>	<b>Preinspection Fee</b>
Complex: >\$1,000,000	\$1,854	\$927	\$927
Complex: \$500,000 - \$999,999	\$1,616	\$808	\$808
Complex: \$100,000 - \$499,999	\$1,400	\$700	\$700
Complex: \$25,000 - \$99,999	\$1,158	\$579	\$579
Complex: <\$25,000	\$799	\$400	\$400
Moderate: >\$1,000,000	\$1,329	\$665	\$665
Moderate: \$500,000-\$999,999	\$1,137	\$569	\$569
Moderate: \$100,000 - \$499,999	\$1,010	\$505	\$505
Moderate: \$25,000 - \$99,999 sales	\$844	\$422	\$422
Moderate: <\$25,000	\$577	\$289	\$289
Simple: >\$1,000,000	\$979	\$490	\$490
Simple: \$500,000 - \$999,999	\$828	\$414	\$414
Simple: \$100,000 - \$499,999	\$739	\$370	\$370
Simple: \$25,000 - \$99,999	\$612	\$306	\$306
Simple: <\$25,000	\$449	\$225	\$225
Pre-Packaged	\$385	\$193	\$193
Transient Retail License-Serving Meals	\$200		

Transient Retail/Mobile Food Inspection Fee	\$60		
Special Organization	\$443	\$222	\$222
Mobile Base: Complex	\$696	\$348	\$348
Mobile Base: Moderate	\$507	\$254	\$254
Mobile Base: Simple	\$430	\$215	\$215

\*Financial information is self-reported at time of initial license or renewal.

2. Retail Food Establishments-Not Serving Meals Permit Fee Schedule: The annual, non-returnable and non-prorated fees for retail food establishments-not serving meals, processing establishments, non-processing retail food establishments, transient retail food/prepackaged as well as plan review and preinspection fees for new and change of operator are as follows:

Retail Food Establishments-Not Serving Meals**	Health Department Fee	Plan Review Fee	Preinspection Fee
Complex: >\$1,000,000 sales	\$1,659	\$830	\$830
Complex: \$500,000 - \$999,999	\$1,212	\$606	\$606
Complex: \$100,000 - \$499,999	\$981	\$491	\$491
Complex: \$25,000 - \$99,999	\$753	\$377	\$377
Complex: <\$25,000 sales	\$495	\$248	\$248
Moderate: >\$1,000,000 sales	\$1,175	\$588	\$588
Moderate: \$500,000 - \$999,999	\$853	\$427	\$427
Moderate: \$100,000 - \$499,999	\$707	\$354	\$354
Moderate: \$25,000 - \$99,999	\$548	\$274	\$274
Moderate: <\$25,000 sales	\$438	\$219	\$219
Simple: >\$1,000,000 sales	\$847	\$424	\$424
Simple: \$500,000 - \$999,999	\$786	\$393	\$393
Simple: \$100,000 - \$499,999	\$666	\$333	\$333
Simple: \$25,000 - \$99,999	\$522	\$261	\$261
Simple: <\$25,000 sales	\$320	\$160	\$160
Non-Processing (55)	\$229		
Transient Retail Food	\$150		
Mobile Retail Prepackaged	\$150		
Micro-Market (Multiple)	\$60		
Micro-Market (Individual)	\$40		

\*\*Financial information is self-reported at time of initial license or renewal.

3. Late Fee: An additional penalty fee of \$100 shall be required, as provided for in section 1-0.060B.1, whenever the annual fee for renewal is not paid prior to the expiration of the permit.

4. Insufficient Funds Fee: Fees or payments returned from a financial institution for insufficient funds shall be subject to a penalty fee of \$36 shall be required, as provided for in section 1-0.060B.2.

5. Operators found to be operating without a valid permit shall be subject to a double license fee, as provided for in section 1-0.060B.3.

6. Operators found to be operating without a certified food manager, as required by the Wisconsin Food Code, will be subject to a fee equal to that of the reinspection fee as provided for in section 1-0.060B.4.

7. Inspection Fee, as provided for in section 1-0.060D, shall be assessed as follows:

Transient & Mobile Food Establishments: \$60

8. Reinspection Fees: A fee of \$125 shall be required, as provided for in section 1-0.060E.

9. The total preinspection fee for issuing permits within the same establishment under the operation of the same person shall be determined by using the largest pre-inspection fee and assessing 75% of the preinspection fee of any additional permit.

10. Expiration of License: License shall expire on June 30 of each license year.

11. Fees become effective on January 1<sup>st</sup>, 2024.

Adopted by Board of Health on August 23, 2023.

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**Eau Claire City-County Board of Health**  
**23-02**  
**August 23, 2023**

Adopting fees for Swimming Pools and Recreational Facilities.

WHEREAS Wisconsin Statute 251.04(3) and 97.615(2)(am) provides that the Board of Health of the Eau Claire City-County Health Department shall have the authority to adopt regulations to protect and improve public health, and

WHEREAS Wisconsin Statute 251.04(7) specifically states that such boards shall take such measures as shall be effectual for the preservation of the public health; and

WHEREAS the Board of Health of the Eau Claire City-County Health Department did adopt such a regulation entitled “Pools and Recreational Facilities Regulation”; and

WHEREAS Wisconsin Statute 66.0628 provides the authority to set and impose fees for services; and

WHEREAS Section 3-0.060 A.1 of this regulation provides that the Board of Health shall establish fees for the permits for these facilities;

THEREFORE, the Eau Claire City-County Board of Health does ordain that the following fees shall be required annually for the permits of the various types of facilities as defined in the regulation. Such fees shall be reviewed periodically by the Board of Health for adjustments as needed. All fees shall be payable to the Eau Claire City-County Health Department or to the Eau Claire City Treasurer for Health Department permits being issued by the City Clerk’s office.

Permit Fee, Plan Review Fee, and Preinspection Fee:

1. The annual, non-returnable and non-prorated fees for recreational facilities as defined in Section ATCP 78.03, and ATCP 79.03, Wisconsin Administrative Code shall be as follows:

<b>Campgrounds/Special Event Campgrounds</b>	<b>Health Department Fee</b>	<b>Plan Review Fee</b>	<b>Preinspection Fee</b>
1-25 sites	\$310	\$155	\$155
26-50 sites	\$403	\$202	\$202
51-100 sites	\$512	\$256	\$256
101-199 sites	\$557	\$279	\$279
200+ sites	\$564	\$282	\$282
Simple: Educational/Recreational	\$310	\$155	\$155
Simple: Educational/Recreational w/ Hospitality	\$336	\$168	\$168
Moderate: Educational/Recreational	\$328	\$164	\$164
Moderate: Educational/Recreational w/ Hospitality	\$358	\$179	\$179
Complex: Educational/Recreational	\$355	\$178	\$178
Complex: Educational/Recreational w/ Hospitality	\$395	\$198	\$198

\* Special event campgrounds do not require plan review and preinspections.

\*\*Based on changes in ATCP 78, recreational and educational camp establishments are now licensed by the level of complexity and presence of hospitality features, as defined in ATCP 78.

2. The annual, non-returnable and non-prorated fees for swimming pools as defined in Section ATCP 76.03, Wisconsin Administrative Code shall be as follows:



Swimming Pool License Type**	Health Department Fee	Preinspection Fee
Simple: Seasonal	\$836	\$418
Simple: Seasonal w/ Features	\$960	\$480
Simple: Year Round	\$1,045	\$523
Simple: Year Round w/ Features	\$1,200	\$600
Moderate: Seasonal	\$996	\$498
Moderate: Seasonal w/ Features	\$1,128	\$564
Moderate: Year Round	\$1,245	\$623
Moderate: Year Round w/ Features	\$1,410	\$705
Complex: Seasonal	\$1,180	\$590
Complex: Seasonal w/ Features	\$1,320	\$660
Complex: Seasonal w/ 3 or More Features	\$1,496	\$748
Complex: Year Round	\$1,475	\$738
Complex: Year Round w/ Features	\$1,650	\$825
Complex: Year Round w/ 3 or More Features	\$1,870	\$935

\*\*Based on changes in ATCP 76, water recreation establishments are now licensed by the level of complexity and presence of applicable features, as defined in ATCP 76.

3. Late Fee: An additional penalty fee of \$100 shall be required whenever the annual fee for renewal is not paid prior to the expiration of the permit, as provided for in section 3-0.060B.1.
4. Insufficient Funds Fee: Fees or payments returned from a financial institution for insufficient funds shall be subject to a penalty fee of \$36 shall be required, as provided for in section 3-0.060B.2.
5. Operating Without a License Fee: Operators found to be operating without a valid permit shall be subject to a double license fee, as provided for in section 3-0.060B.3.
6. Reinspection Fee: A fee of \$125 shall be required, as provided for in section 3-0.060D.
7. The total preinspection fee for issuing permits within the same establishment under the operation of the same person shall be determined by using the largest pre-inspection fee and assessing 75% of the preinspection fee of any additional permit.
8. Expiration of License: License shall expire on June 30 of each license year.
9. Fees become effective January 1<sup>st</sup>, 2024.

Adopted by Board of Health on August 23, 2023

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**Eau Claire City-County Board of Health**  
**23-03**  
**August 23, 2023**

Adopting fees for Bed & Breakfast Establishments, Motels-Hotels, and Tourist Rooming Houses.

WHEREAS Wisconsin Statute 251.04(3) and 97.615(2)(am) provides that the Board of Health of the Eau Claire City-County Health Department shall have the authority to adopt regulations to protect and improve public health; and

WHEREAS Wisconsin Statute 251.04(7) specifically states that such boards take such measures as shall be effectual for the preservation of the public health; and

WHEREAS the Board of Health of the Eau Claire City-County Health Department did adopt such a regulation entitled "Lodging Regulation."

WHEREAS Wisconsin Statute 66.0628 provides the authority to set and impose fees for services; and

WHEREAS Section 2-0.060A of this regulation provides that the Board of Health shall establish fees for the permits for these facilities;

THEREFORE, the Eau Claire City-County Board of Health does ordain that the following fees shall be required annually for the permits and as specified for reinspections, preinspections, and late fees of the various types of facilities as defined in the regulation. Such fees shall be reviewed periodically by the Board of Health for adjustments as needed. All fees shall be payable to the Eau Claire City-County Health Department or to the Eau Claire City Treasurer for Health Department permits being issued by the City Clerk's office.

1. Permit Fee and Preinspection Fee: The annual, non-returnable and non-prorated fees for bed & breakfast establishments, hotels, motels, and tourist rooming houses as defined in Section ATCP 72.03, and ATCP 73.03, Wisconsin Administrative Code shall be as follows:

Lodging Establishments	Health Department Fee	Preinspection Fee
Tourist Rooming House	\$265	\$133
Hotel/Motel: 5-30 sleeping rooms	\$342	\$171
Hotel/Motel: 31-99 sleeping rooms	\$547	\$274
Hotel/Motel: 100-199 sleeping rooms	\$742	\$371
Hotel/Motel: >199 sleeping rooms	\$927	\$464
Bed & Breakfast	\$366	\$183

2. Late Fee: An additional fee of \$100 shall be required whenever the annual fee for renewal is not paid prior to the expiration of the permit, as provided for in section 2-0.060B.1.
3. Insufficient Funds Fee: Fees or payments returned from a financial institution for insufficient funds shall be subject to a penalty fee of \$36 shall be required, as provided for in section 2-0.060B.2.
4. Operators found to be operating without a valid permit shall be subject to a double license fee, as provided for in section 2-0.060B.3.
5. Reinspection Fee: A fee of \$125 shall be required, as provided for in section 2-0.060D.

6. The total preinspection fee for issuing permits within the same establishment under the operation of the same person shall be determined by using the largest pre-inspection fee and assessing 75% of the preinspection fee of any additional permit.
7. Expiration of License: License shall expire on June 30 of each license year.
8. Fees become effective January 1<sup>st</sup>, 2024.

Adopted by Board of Health on August 23, 2023

_____	_____
_____	_____
_____	_____
_____	_____

**Eau Claire City-County Health Department**  
**23-04**  
**August 23, 2023**

Adopting fees for Body Art Establishments.

WHEREAS Wisconsin Statute 251.04(3) and 463.16(1) provides that the Board of Health of the Eau Claire City-County Health Department shall have the authority to adopt regulations to protect and improve public health; and

WHEREAS Wisconsin Statute 251.04(7) specifically states that such boards shall take such measures to provide an environment in which individuals can be healthy; and

WHEREAS the Board of Health of the Eau Claire City-County Health Department may adopt such a regulation entitled "Body Art Establishment Regulation"; and

WHEREAS Wisconsin Statute 66.0628 provides the authority to set and impose fees for services; and

WHEREAS Section 6-0.070A of this regulation provides that the Board of Health shall establish fees for the permits for these facilities;

THEREFORE, the Eau Claire City-County Board of Health does ordain the following fees shall be required annually for the permits of the various types of facilities as defined in the regulation. Such fees shall be reviewed periodically by the Board of Health for adjustments as needed. All fees shall be payable to the Eau Claire City-County Health Department or to the Eau Claire City Treasurer for Health Department permits being issued by the City Clerk's office.

1. Permit Fee, Preinspection Fee, and Plan Review Fee: The annual, non-returnable and non-prorated fees for body art establishments as defined in the Board of Health "Body Art Establishment Regulation" are as follows:

Body Art Practitioners/Establishments	Health Department Fee	Plan Review Fee	Preinspection Fee
Body Art Practitioner's Education Verification Fee	\$10		
Tattoo Facility	\$333	\$167	\$167
Body Piercing Facility	\$333	\$167	\$167
Combined Tattoo and Body Piercing Facility	\$617	\$309	\$309
Temporary Body Art Facility	\$333		

2. Late Fee: An additional penalty fee of \$100 shall be required whenever the annual fee for renewal is not paid prior to the expiration of the permit, as provided for in section 6-0.070B.
3. Insufficient Funds Fee: Fees or payments returned from a financial institution for insufficient funds shall be subject to a penalty fee of \$36 shall be required, as provided for in section 6-0.070B.2.
4. Reinspection Fee: \$125 as provided for in section 6-0.070C.
5. Operators found to be operating without a valid permit shall be subject to a double license fee, as provided for in section 6-0.070B.3.

6. Expiration of License: License shall expire on June 30 of each license year.

7. Fees become effective January 1<sup>st</sup>, 2024.

Adopted by Board of Health on August 23, 2023

_____	_____
_____	_____
_____	_____
_____	_____

**Eau Claire City-County Health Department**  
**23-05**  
**August 23, 2023**

Adopting fees for Manufactured Home Communities.

WHEREAS Wisconsin Statute 251.04(3) and 101.935(2)(e) provides that the Board of Health of the Eau Claire City-County Health Department shall have the authority to adopt regulations to protect and improve public health; and

WHEREAS Wisconsin Statute 251.04(7) specifically states that such boards shall take such measures to provide an environment in which individuals can be healthy; and

WHEREAS the Board of Health of the Eau Claire City-County Health Department did adopt such a regulation entitled "Manufactured Home Community Regulation"; and

WHEREAS Wisconsin Statute 66.0628 provides the authority to set and impose fees for services; and

WHEREAS Section 4-0.060A of this regulation provides that the Board of Health shall establish fees for the permits for these facilities;

THEREFORE, the Eau Claire City-County Board of Health does ordain that the following fees shall be required annually for the permits of the various types of facilities as defined in the regulation. Such fees shall be reviewed periodically by the Board of Health for adjustments as needed. All fees shall be payable to the Eau Claire City-County Health Department or to the Eau Claire City Treasurer for Health Department permits being issued by the City Clerk's office.

1. Permit Fee and Preinspection Fee. The annual, non-returnable and non-prorated fees for manufactured home communities as defined in Section SPS 326.10, Wisconsin Administrative Code are as follows:

<b>Manufactured Home Communities</b>	<b>Health Department Fee</b>	<b>Preinspection Fee</b>	<b>DSPS State Fee</b>
1-20 sites	\$668	\$334	\$46.50
21-50 sites	\$944	\$472	\$83.50
51-100 units	\$1,173	\$587	\$129.50
101-175 units	\$1,475	\$738	\$166.50
>175 sites	\$1,569	\$785	\$185.00

2. Late Fee: An additional penalty fee of \$100 shall be required whenever the annual fee for renewal is not paid prior to the expiration of the permit, as provided for in section 4-0.060B.1.
3. Insufficient Funds Fee: Fees or payments returned from a financial institution for insufficient funds shall be subject to a penalty fee of \$36 shall be required, as provided for in section 4-0.060B.2.
4. Reinspection Fee: \$125 as provided for in section 4-0.060D of the Board of Health Manufactured Home Community Regulation.

5. The total preinspection fee for issuing permits within the same establishment under the operation of the same person shall be determined by using the largest pre-inspection fee and assessing 75% of the preinspection fee of any additional permit.
6. Expiration of License: License shall expire on June 30 of each license year.
7. Fees become effective January 1<sup>st</sup>, 2024.

Adopted by Board of Health on August 24, 2023

_____	_____
_____	_____
_____	_____
_____	_____

**Fact Sheet – 8/23/2023 Board of Health Meeting****Agenda Item 5.c****2022 Year End Financial Statements**

The Eau Claire City-County Health Department operates under the City of Eau Claire's tax identification number and thus is audited with the City of Eau Claire. A full copy of the Annual Comprehensive Financial Report (ACFR) for the year ending December 31, 2022 will be published on the City of Eau Claire's website:  
<https://www.eauclairewi.gov/government/financial-transparency/annual-financial-reports>.

Included in this packet are the Balance Sheet and the Statement of Revenues, Expenditures, and Changes in Fund Balances for the Health Department. The Health Department ended the year with a \$245,873 increase in fund balance. This is mainly related to staff who normally charge to tax levy were instead charging to COVID-19 grants, and staff vacancies in 2022.

**Staff recommendation:**

Approve 2022 Year End Financial Statements.



**CITY OF EAU CLAIRE, WISCONSIN  
COMBINING BALANCE SHEET –  
NONMAJOR SPECIAL REVENUE FUNDS (CONTINUED)  
DECEMBER 31, 2022**

<b>ASSETS</b>	Public Library	City-County Health Department	Downtown	Former Landfill Escrow	Seven Mile Creek Landfill	Total Nonmajor Special Revenue Funds
Cash and Investments	\$ 922,493	\$ 1,843,087	\$ 58,722	\$ -	\$ 232,261	\$ 8,400,964
Receivables:						
Taxes	-	29,060	-	-	-	29,060
Accounts, Net	96,669	68,911	24,691	34,260	95,774	622,835
Notes, Net	-	-	-	-	-	2,823,067
Due from Other Governments	-	965,721	-	-	-	1,526,232
Prepaid Supplies and Materials	7,519	136,093	-	-	-	143,612
Advances to Other Funds	-	-	-	-	-	400,000
Restricted Assets:						
Cash and Investments	116,021	-	-	-	-	116,021
Revolving Loan Sequestered Funds	-	-	-	-	-	127,222
Total Assets	<u>\$ 1,142,702</u>	<u>\$ 3,042,872</u>	<u>\$ 83,413</u>	<u>\$ 34,260</u>	<u>\$ 328,035</u>	<u>\$ 14,189,013</u>
<b>LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND FUND BALANCES</b>						
<b>LIABILITIES</b>						
Accounts Payable	\$ 50,159	\$ 62,159	\$ 32	\$ 9,828	\$ 73,284	\$ 1,218,716
Accrued Liabilities	148,010	262,385	6,406	87	-	449,631
Deposits	-	-	-	-	-	4,050
Due to Other Governments	50	23,118	-	-	-	277,774
Due to Other Funds	-	-	-	24,345	-	83,981
Total Liabilities	<u>198,219</u>	<u>347,662</u>	<u>6,438</u>	<u>34,260</u>	<u>73,284</u>	<u>2,034,152</u>
<b>DEFERRED INFLOWS OF RESOURCES</b>						
Unavailable Revenues	96,669	229,057	-	-	-	3,269,092
Total Deferred Inflows of Resources	<u>96,669</u>	<u>229,057</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>3,269,092</u>
<b>FUND BALANCES (DEFICIT)</b>						
Nonspendable	7,519	136,093	-	-	-	143,612
Restricted	840,295	2,330,060	76,975	-	254,751	5,693,412
Committed	-	-	-	-	-	981,118
Assigned	-	-	-	-	-	2,116,423
Unassigned (Deficit)	-	-	-	-	-	(48,796)
Total Fund Balances (Deficit)	<u>847,814</u>	<u>2,466,153</u>	<u>76,975</u>	<u>-</u>	<u>254,751</u>	<u>8,885,769</u>
Total Liabilities, Deferred Inflows of Resources, and Fund Balances	<u>\$ 1,142,702</u>	<u>\$ 3,042,872</u>	<u>\$ 83,413</u>	<u>\$ 34,260</u>	<u>\$ 328,035</u>	<u>\$ 14,189,013</u>

**CITY OF EAU CLAIRE, WISCONSIN  
COMBINING STATEMENT OF REVENUES, EXPENDITURES  
AND CHANGES IN FUND BALANCE -  
NONMAJOR SPECIAL REVENUE FUNDS (CONTINUED)  
YEAR ENDED DECEMBER 31, 2022**

	Public Library	City-County Health Department	Downtown	Former Landfill Escrow	Seven Mile Creek Landfill	Total Nonmajor Special Revenue Funds
<b>REVENUES</b>						
Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,578,608
Intergovernmental	1,246	3,831,524	-	-	-	5,082,895
Licenses and Permits	-	715,043	-	-	-	715,043
Fines, Forfeitures, and Penalties	5,521	-	-	-	-	5,521
Charges for Services - Public	6,143	169,226	-	163,381	605,260	1,143,209
Charges for Services - Intergovernmental	877,022	1,631,965	-	-	-	2,508,987
Investment Income	(7,471)	-	-	137	1,848	61,194
Miscellaneous:						
Loan Repayments	-	-	-	-	-	374,903
Gifts and Donations	48,130	3,822	122,203	-	-	174,155
Other	369,961	438,928	-	-	-	811,202
Total Revenues	<u>1,300,552</u>	<u>6,790,508</u>	<u>122,203</u>	<u>163,518</u>	<u>607,108</u>	<u>13,455,717</u>
<b>EXPENDITURES</b>						
Current:						
Public Safety	-	-	-	-	-	167,086
Public Works	-	-	-	163,518	465,576	629,094
Health Services	-	8,592,756	-	-	-	9,057,586
Culture and Recreation	5,069,753	-	-	-	-	5,069,753
Development	-	-	122,593	-	-	3,778,557
Capital Outlay	-	20,950	-	-	-	20,950
Total Expenditures	<u>5,069,753</u>	<u>8,613,706</u>	<u>122,593</u>	<u>163,518</u>	<u>465,576</u>	<u>18,723,026</u>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES</b>	(3,769,201)	(1,823,198)	(390)	-	141,532	(5,267,309)
<b>OTHER FINANCING SOURCES (USES)</b>						
Transfers from Other Funds	4,457,600	2,094,455	-	-	-	6,900,346
Transfers to Other Funds	(970,841)	(25,384)	-	-	-	(1,746,378)
Sale of Capital Assets	30,331	-	-	-	-	326,581
Total Other Financing Sources (Uses)	<u>3,517,090</u>	<u>2,069,071</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>5,480,549</u>
<b>NET CHANGE IN FUND BALANCE</b>	(252,111)	245,873	(390)	-	141,532	213,240
Fund Balances - Beginning of Year	<u>1,099,925</u>	<u>2,220,280</u>	<u>77,365</u>	<u>-</u>	<u>113,219</u>	<u>8,672,529</u>
<b>FUND BALANCES - END OF YEAR</b>	<u>\$ 847,814</u>	<u>\$ 2,466,153</u>	<u>\$ 76,975</u>	<u>\$ -</u>	<u>\$ 254,751</u>	<u>\$ 8,885,769</u>

**CITY COUNCIL**

**AGENDA ITEM COVER SHEET**

**Meeting Date:** Tuesday, August 8, 2023

**Agenda Item:** Resolution approving the formation of an Ad Hoc July Fourth Celebration Committee.

**SUMMARY / BACKGROUND**

The City has hosted a firework display for many decades, with them occurring at Carson Park for most of that time. In recent years, members of the Council, staff, and public have discussed different issues related to Fireworks. These included the location, staffing capacity, safety, general concerns about fireworks, impact on businesses, interest in celebrations in general, and others.

With the resolution of this year’s Fireworks location, the Council determined that the next step after this summer would be to establish a Committee that could weigh the different options with regard to July 4<sup>th</sup> celebrations going forward.

Note that in determination a plan, the following can be considered:

- The City has a current agreement with Festivals to provide fireworks through the summer of 2024.
- If the location is to be the High Bridge again, downtown businesses, DECI, and Visit Eau Claire would like as much time as possible to plan for related celebrations, such as Street Closures.

President Berge and City Manager Hirsch have suggested potential members of the Committee; however, we will solicit feedback from Council Members as to if they’d like changes in that list. The appointment of Council Members to the Committee will occur during the meeting.

**ACTION / ATTACHMENTS**

**Action:** Resolution

**Attachments:** Resolution  
Letter of Agreement – City and Festival Foods, July 4<sup>th</sup> Fireworks

## RESOLUTION

### RESOLUTION APPROVING THE FORMATION OF AN AD HOC JULY FOURTH CELEBRATION COMMITTEE.

**WHEREAS**, the City has in recent history provided annual fireworks on July 4th; and

**WHEREAS**, a public and Council discussion of the design of the City’s July Fourth celebration has occurred in recent years due to:

- Safety concerns with the Carson Park location;
- Logistics related to the pandemic;
- Staffing constraints; and
- Discussion of the use of fireworks in general; and

**WHEREAS**, the City has one remaining year of the Council-approved agreement between the City of Eau Claire and Festival Foods to “Provide fireworks by a licensed, reputable vendor, after obtaining all applicable City of Eau Claire permits for the next three years, 2022-2024.”

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Eau Claire that based on the foregoing, the July Fourth Celebration Committee is hereby formed as an ad hoc committee of City Council until such time as recommendations have been made.

**BE IT FURTHER RESOLVED** that the Ad Hoc Committee will include the following composition:

- Two City Council Members appointed by the City Council; \_\_\_\_\_ & \_\_\_\_\_
- One representative of Visit Eau Claire
- One representative of the Eau Claire County Veterans Service Commission
- One representative of the Council of Neighborhood Associations

**BE IT FURTHER RESOLVED** by the City Council of the City of Eau Claire that the July Fourth Celebration Committee is hereby formed with the following charge:

- Solicit feedback from public stakeholder groups, including neighborhood associations, veterans, businesses, historians, and other members of the public; and
- Seek feedback from city departments; and
- Make recommendations prior to the end of calendar year 2023 to the Council with regard to the use of Fireworks in the summer of 2024 and in years beyond the current agreement; and
- Make recommendations on additional or alternative approaches to City-sponsored community celebrations.
- If recommending the use of fireworks, then make recommendations as to the location of the fireworks.

Adopted,  
August 8, 2023

(SEAL) \_\_\_\_\_  
President Emily K. Berge

(SEAL) \_\_\_\_\_  
City Manager Stephanie A. Hirsch

(ATTESTED) \_\_\_\_\_  
City Clerk Nicholas L. Koerner

**Board of Health Meeting 08/23/2023**

**Agenda Item 6.a**

**Eau Claire City-County Health Department Report to the Board of Health**

**Celebrating our Health Department Interns/Learners:**



Hanna is a junior at UW-Eau Claire studying Neuroscience, who has been assigned to the Communicable Disease Division. She has been working with communicable disease staff and the Eau Claire Area School District to re-envision and launch the School Illness-Related Absenteeism Surveillance Program. This program will aid in early identification of outbreaks in local schools and provide early indication for community disease trends. Additionally, she has assisted with the Immunize Wisconsin Grant project in identifying barriers to initiating and completing vaccine series in Eau Claire County. She has also assisted in communicable disease follow-up by conducting interviews with individuals who have tested positive for enteric diseases. Lastly, she was also able to aid the Family Planning Clinic with grant writing to access free menstrual products.

My name is Erin Hanson and I'm currently majoring in Public Health with a Certificate in Sustainability and Climate Action at UW-Eau Claire. This summer I was an AHEC intern with the Eau Claire City-County Health Department in the Community Health Promotion Division. During my internship, I tabled for the Health Department at the Eau Claire County Government Center Farmers Market weekly to provide chronic disease prevention and nutrition education. I also worked on a Maternal and Child Health Equity Grant during the start of its qualitative research phase, as well as various projects for the Employee Wellness Committee, Eau Claire Health Alliance - Chronic Disease Prevention Action Team, and others. I am excited to enter the public health field when I graduate next year, and I know that I will use the knowledge I gained during my internship.



Thea has been working for the Eau Claire City-County Health Department since March of 2022. She recently graduated from Osseo-Fairchild High School this spring. She started with the department helping complete tick drags and mosquito trapping for the vector surveillance program. She also helps identify all species collected and assists with the PCR research and analysis for Lyme Disease and Ehrlichiosis. In addition to vector surveillance work, this summer she has been working on a variety of tasks including food sampling, pool/whirlpool/therapy pool testing, and beach monitoring and testing. She also helps staff local outreach events to provide education to the community about the services offered by the Health Department.





Hi, my name is Sydney (left), and I am heading into my fourth year at UW-Eau Claire. My major is Environmental Public Health, and I am also pursuing a law certificate. I am working for the Eau Claire City-County Health Department this summer helping complete the annual housing survey as well as pool/whirlpool/therapy pool testing, tick drags and mosquito trapping. I help staff local outreach events in the city and county and have helped with the government center farmer's market! I have also had the opportunity to shadow many different people and all the cool jobs that they have!

Hi, I am Michaela Schnell (right), and I am in my 4<sup>th</sup>

year at UW-Eau Claire as a Geology Major and Math Minor. I have been working at the Health Department since spring 2023 and have been helping complete the housing survey, testing pools/whirlpools/therapy pools, beach monitoring and testing, tick drags, and food sampling at local businesses! I also help staff local outreach events in the city and county to promote services offered by the Health Department.

Hi, I am Breanna Wiese, I am the intern for Regulations and Licensing. I have been in this role since the summer of 2022 and was able to work part-time, 14 hours/week, while I finished my degree. I recently graduated from UW-Eau Claire with a bachelor's in environmental and public Health. My role is code enforcement for the refuse program, and I also help with events such as National Night Out and Sounds of Summer.



Meleah Myhrwold is from Sartell, Minnesota and completed her undergrad degree at UW-Eau Claire. She graduated this past May with a major in Public Health and minor in Spanish for Health Professions. She hopes to pursue a master's degree in public health starting Fall of 2024. Outside of work, she enjoys spending time outdoors and travelling. Meleah started in the intern position funded through the JUUL settlement grant through December of this year and will focus on conducting a retail assessment and supporting the development educational materials on vaping for youth.

### **Clinical Services:**

A colposcopy is a procedure completed as needed based on a patient's abnormal pap, HPV result, and the American Society for Colposcopy and Cervical Pathology (ASCCP) guidelines. It consists of using a colposcope to look more closely at the cervix to visualize abnormalities and take biopsies. Providing this procedure to our patients allows us to more comprehensively care for patients and prevent cervical cancer.

Sheila Pelzel, Nurse Practitioner, completed her preceptorship for colposcopies this year and has now completed 2 individual colposcopies as of the end of July! This means that we have more flexibility in scheduling as they do not have to be done when a preceptor is available to be at the clinics she performs this procedure in. Congratulations, Sheila!

Additionally, Abby Hinz, Nurse Practitioner, attended the ASCCP Comprehensive Colposcopy training over 4 and a half days in San Diego, CA this summer. This training provided her with the education and skills to start providing colposcopies under preceptorship of another colposcopist. She will precept with Sheila Pelzel and the OBGYN Consultant with WI DHS, Dr. Mary Landry.

**Summer Picnic:**

Our Sunny Connections group coordinated the annual employee summer picnic, which was held on Wednesday, August 2 from 4:30-6pm in Carson Park. It was attended by many employees and their families. It was wonderful to connect with each other and enjoy some food on a beautiful afternoon!

**Western Wisconsin Public Health Readiness Consortium report**

Eau Claire City-County Health Department is the fiscal agent for the Western Wisconsin Public Health Readiness Consortium (WWPHRC), a regional partnership of 19 counties and two tribal health agencies. WWPHRC provides planning resources and regional collaboration while helping to develop and maintain local capacity to prepare and respond to all types of health emergencies. This is done through supporting contract fulfillment, planning, exercising, responding, regional collaboration, serving as a representative, and building partnerships. Each budget period, specific objectives and deliverables are achieved based on identified needs from our local and tribal health agencies. Outcomes from this past budget period are highlighted in the attached: *WWPHRC 2022-2023 End-of-Year Report*

**National Night Out**

Several Health Department staff attended National Night Out events in Altoona, Augusta and Fall Creek on August 1<sup>st</sup> this year.

- Our immunization staff attended Altoona’s event and talked with over 100 families about the importance of childhood immunizations and gave away some fun swag.
- Our amazing lab interns traveled to Augusta and spoke with over 100 families about tick bite prevention and Lyme Disease, beach water testing and safety, radon testing, the importance of vaccinating pets for rabies, and promote our drinking water testing program. Kids and adults were able to play a dice game, which helped increase engagement with staff, and win some great swag items to bring home!
- Our staff, along with MRC volunteers, attended events in both Fall Creek and Altoona. They shared information with around 250 families in Fall Creek and 300 families in Altoona. They brought emergency preparedness focused educational games and information for all ages. Kids loved rolling the dice and showing off their knowledge of how to stay safe during extreme weather; the staff loved being two spots down from the Snow Cone vendor at Altoona - it was a hot one!





## Water Sample Courier Project Summary

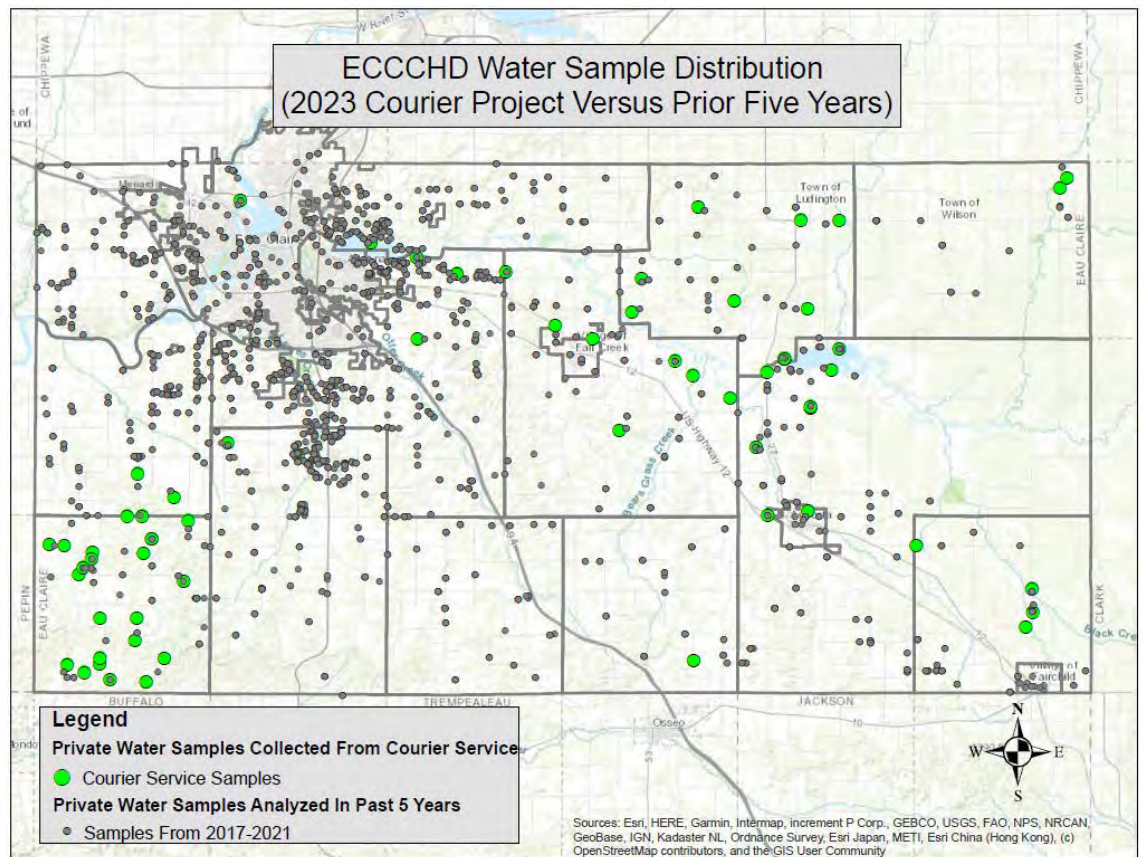
Staff have completed the private water sample pick-up (courier service) pilot project and all associated reporting for the grant that was awarded by WI DHS last year, entitled “Taking Action with Data: Using Environmental Public Health Tracking Data to Improve Environmental Health in a Community”. The goal of this one-year grant was to provide drop off locations for private well owners throughout Eau Claire County to increase rural resident’s access to private well water testing. For two months this past spring, residents could pick up and drop off well water samples in locations throughout the county including the Augusta, Fall Creek, and Fairchild libraries, and Beaver Creek Reserve. There were also a few special events that took place at town halls and churches that provided another opportunity for residents to drop off water samples at a convenient location closer to their residence instead of driving samples to the ECCCHD.

62 homeowners utilized this service during the two-month period (see below for map of the project reach compared to the prior 5 years). This proved to be a valuable resource for those who had their well water tested during this time. Survey responses indicated that, if the drop off service wasn’t available to them, 71% would not have tested their well water. It was beneficial to see that over half of the samples came from households that have not tested their well water before with our lab. Also, 71% of participants reported that they had not tested their well water in the last five years.

This project was able to provide homeowners with valuable information about their well water quality as well as help enhance internal health department well water data for rural Eau Claire County. We learned various ways to adapt our scope of outreach and messaging to increase engagement which allowed for a better response both internally and externally with targeted rural communities.

This limited offering presented many logistical challenges,

requiring close coordination between Health Department staff and employees at each drop off location, in addition to having to prioritize collection routes over other important laboratory work. Based on the cost of this service, logistical considerations, and the limited volume of tests received, it appears that a frequent rural courier route would not be practical for ECCCHD’s drinking water laboratory. However, staff do feel that a more limited expansion (shorter-term at fewer locations) of sample collection options may be feasible moving forward. The short-term special events showed the most promise in terms of return on investment (effort and cost). ECCCHD will consider expanding such offerings in future years.



### **New Metals Testing Instrument Update**

As you may recall, the Eau Claire County Board of Supervisors approved the allocation of \$155,000 in ARPA funding in late-2022 to purchase and install a new metals testing instrument (ICP-MS) for the ECCCHD laboratory. The instrument is now full installed and is actively being used in the chemistry lab. In fact, as of August 9<sup>th</sup>, the laboratory has achieved certification, which is required to analyze regulatory compliance samples for a subset of the metals that can be analyzed with this instrument. Following formal manufacturer training and demonstration of competence, the department began analyzing select private well samples (certification not required) in late-July. The ICP-MS will make it more cost-effective and convenient for private well owners and municipal partners to test their well water for multiple metals and is expected to eliminate many of the concerns that have been identified by current and prospective clients. Early returns suggest that this instrument will get a lot of use in the laboratory. The extra testing that is anticipated with this instrument is expected to expand the knowledge of well water quality for individual well owners in and beyond Eau Claire County and will also grow the public health understanding of water quality in the county. ARPA funding provided a unique opportunity to enhance water testing efficiency and capacity in our lab. A job well done goes to all involved! A special acknowledgement goes out to Anna Hilger, ECCCHD's chemist and primary user of this instrument. The commitment and ambition that she demonstrated during this transition enabled a prompt and effective conversion. Also, thank you to the Eau Claire County Maintenance staff and various contractors that assisted with the various infrastructure changes that were required to accommodate the new instrument.

### **August Water Testing Promotion - National Water Quality Month**

Earlier this month, ECCCHD offered discounted drinking water testing for private well samples in celebration of National Water Quality Month, which occurred on September 6<sup>th</sup>. This year's promotion occurred from August 2<sup>nd</sup> – 10<sup>th</sup>. During this period, nitrate and bacteria tests that were paid for upon drop-off were reduced to \$17 each, which is \$6 less than the normal rate of \$23. Those interested in having both tests completed paid \$34, receiving a total discount of \$12. For the first time, the Department also offered a larger bundle of tests during this promotion. This new bundle, advertised as a Homeowners Plus bundle, generally combined the tests currently offered in the Homeowners bundle and the Metals bundle. These tests include coliform bacteria, *E. coli* (presence/absence), nitrate, lead, copper, arsenic, iron, manganese, and water hardness. If purchased separately, these tests would cost \$166, but the bundle was offered for \$80 during this promotion. The efficiency provided by the new ICP-MS (see above update) contributed to the ability to offer such a substantial discount for customers.

The cost of testing is often named as the largest barrier for private well testing. Limited-time promotional pricing is occasionally offered by the Department to reduce that barrier, usually with modest results. However, in 2022, the promotion was especially effective, setting numerous daily records. For the second consecutive year, this year's promotion set record highs. 234 total (33.4 samples per day) private water samples were received during this year's promotion, which was more than 20% higher the number received last year (196). This volume from this year's samples is even more impressive when comparing the testing numbers. 1,656 total tests were performed from these samples 234 samples, which is an average of more than 7 tests/sample. The rate of tests per sample was less than 3 in all prior promotions. This is due to the popularity of the new bundle option. Most people elected to pay the additional cost for the additional tests when in prior years, the bundle option was not available. A special thanks goes out to the staff in the laboratory and operations division that had roles in sample intake and analysis. Their hard work was essential to ensuring that the promotion was successful as it was.

### **Harmful Algae Bloom Project - UniverCity Alliance (UW- Madison)**

In 2022, Eau Claire County applied to partner with the UniverCity Year (UCY) program, which is affiliated with the UniverCity Alliance at UW-Madison. The UCY program connects local governments with UW-Madison resources to advance community priorities and solve community-identified challenges. UCY matches local

priorities with UW-Madison faculty who incorporate community projects into their curriculum. Students develop recommendations and tangible outcomes for communities and gain valuable real world experiences. The local government partner receives research, reports, designs, and proposals, as well as implementation assistance. Therefore, this program is a mutually beneficial experience for both the students and local government.

The County proposed several projects spanning multiple topic areas, including one concerning local lake quality. Earlier this year, County Planning and Development and Health Department staff worked together to prepare and refine a potential scope for this project for consideration by UW-Madison faculty. Staff were excited to learn that this project has been selected for partnership this year. UCY staff named that there was significant interest in this project from multiple faculty that wanted to partner on various components of the project. As refined, this project will focus on harmful algal blooms, specifically these elements: 1) further investigation into the source(s)/factor(s) that contribute to blooms in local water bodies (conduct research and prepare a practical long-term monitoring plan for source assessment); 2) review and feedback of the pertinent local community education and outreach materials; and 3) investigate potential interim solutions to prevent blooms from forming in popular recreational areas (e.g., beaches) on these waters. Staff recently held preliminary conversations with the matched faculty about plans for the upcoming semester and are excited to work on this project this year.

#### **County Groundwater Model – U.S. Army Corps of Engineers Planning Assistance to States (PAS) Program**

In 2018, the Eau Claire County Groundwater Advisory Committee developed the [State of Groundwater Report](#) that summarized existing groundwater information and gaps in understanding. One of the priority recommendations from the report was to develop a virtual groundwater flow model. Flow models aid in understanding groundwater availability and flow direction and can assist in decision-making related to groundwater sustainability through different land use and climatic impacts. The County Planning and Development Committee recently voted 5-0 to move forward with a proposed scope of work for an Eau Claire County model to be developed by the US Army Corps of Engineers (USACE) through the Planning Assistance to States (PAS) program. The proposal will now be considered by USACE. All initial indications are that the project will be accepted and will be provided to the County with minimal local financial commitment. Health Department staff have been assigned to be the primary point of contact for USACE and will be part of a small local group that works with USACE project staff to provide local data and input into the future use of the model for local decisions.

#### **American Phoenix Community Noise Update**

As discussed in prior updates, Environmental Sciences staff have been consulting with American Phoenix, Inc. (API) since spring about industrial noise concerns near their facility, which is located at Banbury Place. Following a noise investigation performed by the Health Department in May-June and several meetings with both local government representatives and community residents, API has been taking steps to lessen the amount of noise extending from the facility to surrounding neighborhoods. The Health Department met with API management on 7/5/23 and again on 8/15/23 to perform interim assessments of the mitigation measures, which has included several upgrades to the facility exhaust system that are intended to reduce and/or dampen the various noises associated with this facility. API has indicated that their goal is to make substantive improvements in the noise situation without adversely impacting air quality or causing more odor. To date, the actions taken have resulted in measurable progress toward noise improvement, and it appears that some further reduction is possible as at least one more measure is planned in the coming weeks. During the 8/15 assessment, decibel readings were markedly improved from prior readings at the most impacted area (E Grand Ave. area between Boyd Park and University Park) with improvement also observed at further distances. It is still early, but there have been no active odor complaints received by API or the Health Department since these measures were completed, which is also encouraging. Staff feel that API representatives have been very responsive and proactive in their approach to this situation. It is encouraging to see progress towards improving this issue. Staff will continue to consult with API and provide further updates as they are available.

#### **Qualitative Data Training**

Over the month of July, two training opportunities on qualitative data were offered to staff. These were facilitated by Amy Cyr, a managing consultant at The Improve Group.

The first session focused on how to design for and conduct qualitative data collection. Then, the second was on learning and practicing helpful techniques to analyze and report qualitative data. In total, 26 staff were able to attend these trainings.

This training was planned by the Department's Data Team and supported by a Qualitative Data Grant.

### **Community Health Promotion: Alcohol and tobacco compliance checks**

Compliance checks are an evidence-based practice to ensure that underage youth are not able to purchase alcohol or tobacco products at various establishments (bars, grocery stores, etc.). Each year, all licensed alcohol and tobacco retailers in Eau Claire County receive a letter reminding them of the importance of checking IDs, denying sales to minors, and alerting them that compliance checks happen throughout the year. CHP staff work in close partnership with law enforcement in municipalities throughout Eau Claire County to conduct these checks.

For alcohol compliance checks, we work with youth who are 19 or 20 years old. They use their actual ID, which clearly states they are under 21. In 2023, we have conducted a total of 70 alcohol compliance checks which led to 10 sales to underage buyers.

Also, this summer, we completed tobacco compliance checks as part of our participation in the WI WINS program, which is a statewide effort to prevent sales of tobacco products to anyone younger than 18. Overall, 52 businesses passed the tobacco compliance checks and 5 failed.

For retailers that fail alcohol or tobacco compliance checks, municipalities often offer reduced citations if clerks and/or their managers attend training the Health Department and the Eau Claire Police Department offer three times each year, which are free and open to any retailers/employees. The training offers hands-on experience to teach retailers how to correctly check IDs, spot fakes, and deny sales to minors.

### **Community Health Promotion: Alcohol and other drug prevention curriculum**

With funds from our SAMHSA Strategic Prevention Framework, Partnerships for Success grant we have been working to support the needs of Eau Claire County schools to deliver evidence based AODA prevention curricula to students. This summer we partnered with the Augusta Area School District to prepare their staff to deliver the [Botvin LifeSkills Training](#) program which is backed by more than 30 years of rigorous study and is a leading substance abuse and violence prevention program used in schools and communities. School counselors will teach this program to all 3<sup>rd</sup> through 8<sup>th</sup> graders in the district.

Eau Claire Area School District will teach another evidence-based curriculum, Too Good for Drugs, to all 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> graders. [Too Good For Drugs](#) is a universal K-12 prevention education program designed to mitigate the risk factors and enhance protective factors related to alcohol, tobacco, and other drugs (ATOD) use. Through our grant, we were able to support expanding the use of this curriculum to the 3<sup>rd</sup> grade level and to make it available for students at higher risk at the middle school and high school levels.



### **Community Health Promotion: Overdose prevention packets**

Two display stands have been added on 1<sup>st</sup> and 2<sup>nd</sup> floor of the Eau Claire Government Center that holds our [resource packet](#), This Packet Could Save a Life: What To Do After an Overdose. Each display has a poster that provides information on the Narcan and fentanyl test strip vending machine located in the jail lobby, along with the message, "Most opioid overdose happy at home." The resource guide provides information about opioids, Narcan, support groups, treatment options, and education.



### **COVID-19 update**

Over the past month, COVID-19 trends have shown signs of increasing disease activity. Both wastewater concentration of SARS-CoV-2 and hospitalizations have been increasing at the local and national level. The Eau Claire Health Department continues to follow up on outbreaks, provide vaccine as supply allows, and monitor disease trends. [Wastewater levels](#), [hospitalization data](#), and [death data](#) remain our strongest indicators and monitored regularly. Our local dashboard and data page can be found [here](#).

### **Legionella Update**

Our communicable disease and environmental health divisions continue to work closely with WI DHS and community partners on recent increases in Legionella case activity. To date this year, our county has 6 confirmed cases of Legionellosis with two confirmed cases from other jurisdictions that visited Eau Claire County during their incubation period. Our focus has been on two areas of concern: a county wide community investigation and a communal living investigation.

The community wide investigation has not identified specific areas of confirmed concern, but in collaboration with DHS Bureau of Communicable Disease staff and the City of Eau Claire inspector, our department has reached out to identified businesses and organizations with cooling towers to provide education and to determine information on upkeep and risk for Legionella. Our team has also spoken with providers that service local cooling towers to inform them of increased case numbers and to better understand current practice for prevention in the businesses they serve. Our outreach has also involved health alerts to area health care providers and systems, as well as long term care facilities.

The communal living investigation has included initial identification of the two clients that lived at the same communal living site, initiation of facility wide investigation including implementation of disease prevention measures with the assistance of Wisconsin DHS partners, and confirmation of Legionella bacteria at the communal living facility through fee exempt testing through the Wisconsin State Laboratory of Hygiene. The facility has contracted and completed initial remediation with a water distribution specialist and follow up testing was completed by Eau Claire City County Health Department environmental health staff. These results are still pending and will inform next steps for the communal living facility and contracted staff for water system management.

### **Communicable Disease Authority/Regulation updates**

The Wisconsin Association of Local Health Departments and Boards and the Wisconsin Counties Association have been partnering on reviewing recent WI Supreme Court and WI Legislative actions that impact communicable disease authority. Our department has been engaged in the statewide conversations and provision of resources and are working on strategies to incorporate these changes locally. More information can be found in the linked documents at the WCA website.

#### **[Guidance in Implementing Regulations Surrounding Communicable Diseases](#)**

- [Supplement to Guidance: Scope of Local Health Department and Board and Local Health Officer Jurisdiction](#) (8.1.2023) new
- [Supplement to Guidance in Implementing Regulations Surrounding Communicable Diseases](#) (8.1.2023) new
- [Guidance in Implementing Regulations Surrounding Communicable Diseases: Analysis of Local Health Department and Local Health Officer Powers, Duties, and Enforcement Actions](#) (8.2020) updated

# WWPHRC 2022-2023

The preparedness program budget period is July 1- June 30.

Wis. Admin. Code ch. DHS 140 states all local health departments shall provide leadership for developing and maintaining the public health system within its jurisdiction by conducting emergency preparedness and response. WWPHRC provides planning resources and regional collaboration while helping to develop and maintain local capacity to prepare and respond to all types of health emergencies.



## Membership

Ashland, Taylor, and Trempealeau Counties joined. This brought membership to 21 organizations (19 local and two tribal health departments).

# 100+

## Preparedness and Response Meetings

- Among members: Facilitated board of directors, local planner, plan reviews, and regional situational awareness/planning.
- Statewide: Member of the PHEP Subcommittee under the PH Council and HERC Advisory Group.
- Others: Regional WEM, HERC, and Healthcare



## Exercise and Speakers

- Facilitated a regionwide FAC and a WWPHRC VRC exercise.
- Coordinated speakers for preparedness planning and based on current response needs. (ARC, FirstNet, 2-1-1, BEOH, OPEHC, TSI, IP, DCF, WisCon)
- Presentation with Pierce County Public Health Department on partnerships and situational awareness at WALHDAB Operations Conference.



## Training

- Implemented new WWPHRC-wide Portacount machine for Fit Testing.
- Continued weekly Friday PHEP CEUs to aid workforce development.



## Website Update

Updated website and implemented process for maintenance to align with new PHEP plan and activities.



## Information Sharing and Education

- Created and distributed 100 weekly situation reports, guidance, and public messaging resources.
- Implemented a new monthly report to increase information sharing.
- Implemented a campaign to improve preparedness; this included resources, tips, and an item to support power outages.



## Structure New PHEP

Used multiple foundational guidance documents to frame a new PHEP plan, which will be used for 2023-2024 updates.



## Additional

- Continued responding and providing COVID-19 guidance.
- Mpox and avian influenza situational awareness and sharing of guidance.
- Completed VCO Grant, with ads and other messaging.
- Added capacity by onboarding two new staff members.
- Received additional contract (onboarding material, self-assessment, severe weather toolkit, resource calendar development)



## **Board of Health Meeting 08/23/2023**

### **Agenda Item 6.c**

#### **Performance Management Update**

Performance measures are part of the Eau Claire City-County Health Department overall performance management plan and processes. ECCCHD believes measuring agency performance and managing that performance through a deliberate and strategic process leads to improved organizational operations and ultimately improved community health. Our strategic plan and quality improvement plan are directly connected to our performance management plan.

ECCCHD has had a long history of performance measures connected to the County budget process. We have been working on relooking at all performance measures by Division and across the Department. Organization of the performance measures by Division is new. The updated measures will include a target or goal and baseline numbers to easier identify if we are on track with measures or if quality improvement should be considered.

The update of our performance measures for 2023 is still in progress. To date, we have developed a worksheet (attached) that outlines the process for each division to utilize when proposing new performance measures, met with all the divisions to go over the process and answer any questions, and received preliminary performance measures from all the divisions. We are working to finalize those performance measures and add in department wide performance measures and population outcome measures. Updating our department performance measures is an activity within the strategic plan, and we are on track to meet the 12/31/2023 deadline. As part of the process, we are also updating our performance management plan and would ask Board of Health to consider if they would like a performance measure included with the department's measures. The updated 2023 performance measures and plan will be discussed with Board of Health once they are finalized. We will not have actual data available until the end of the year.

*Prepared by Marisa Stanley, Operations Division*

## Performance Measure Proposal Form

### **Purpose**

The Eau Claire City-County Health Department (ECCCHD) believes that measuring agency performance and managing that performance through a deliberate and strategic process leads to improved organizational operations and ultimately improved community health. Efficiency and effectiveness are critical in programs and services. This work aligns with our Strategic Plan guiding principle of quality – using data and evidence to provide programs and services that meet the needs of our community.

### **Step 1: Understand the Division’s Purpose**

*It may be helpful to consider the division description written for our Annual Report Summary during this step.*

- What are the division’s main buckets of work?
- What are the big picture projects, both new and ongoing, that the division plans to work on in the next year?

### **Step 2: Define Performance Measures**

*When possible, use performance measures and indicators that have already been developed for the field, as they are likely to be well-defined, grounded in evidence, and provide opportunities to benchmark with others in the field.*

- **Types of Performance Measures—**
  - *Input Measure:* Measures the resources devoted to delivering a program or service (How much did it cost to deliver this program? What resources are needed to implement this program?)
  - *Process Measure:* Measures specific aspects of program activities or steps in processes that lead – either positive or negatively – to an outcome (Are we implementing our program as planned? Are we doing the right things to improve outcomes?)
  - *Output Measure:* Quantifies the immediate results of program delivery such as the number of services delivered, the reach of services, or how much was accomplished (How many services did we deliver? How many people did we reach?)
  - *Outcome Measure:* Quantitative measures of specific results programs are intended to achieve. These commonly relate to quality, customer satisfaction, cost effectiveness, or health outcomes (Are we impacting our customers? Are we achieving our goals?)
- **Items to Consider When Selecting Performance Measures—**
  - Does the measure assess an important aspect of the goals, either from our Strategic Plan or ones that are division-specific? Does this measure connect to other big pictures documents in our department, such as the CHIP?
  - Is this a measure only applicable for a short-term project or for a long-term department initiative?
  - Does the measure clearly describe what is being measured to users? Is there room for misinterpretation?
  - Is data collection feasible and likely to produce good data?
  - Is the measure duplicative or overlapping with other measures?
  - Is the influence a program has over an outcome balanced with the need to track key community input outcomes?
  - Can these data be measured and compared over time?

### **Step 3: Set Performance Standards and Targets**

*Performance standards specify a desired level of performance and provide benchmarks for comparing actual performance to desired performance.*

- Common sources for setting standards and targets in public health
  - Regulations and mandates
  - Peer organizations or jurisdictions
  - Past performance
  - National, state, or county data and recognized standards



## Instructions for Use

1. Utilizing steps 1-3 on page 1 and the worksheet on page 3, each division should draft 2 – 6 measures. When possible, prioritize output and outcome measures since these focus on what work is being done and if we're achieving our goals.
2. Submit to the Assistant Director for review.
3. Once approved by the Assistant Director, Management Team will also assess purposed measures
4. Performance measures will be monitored quarterly and should be updated by the identified staff responsible as needed

## Definitions and Clarifications

- **Goal:** A broad statement describing a desired future condition or achievement without being specific about how much or and when. Often intangible or non-quantitative.
- **Objective:** A specific statement of a desired short-term condition or achievement; includes measurable end results to be accomplished within time limits. Objectives are narrow, focused, precise, and tangible.
- **Performance Measurement Title:** A brief heading capturing the focus of the measure
- **Definition:** A clear and concise description of the indicator
- **Rationale for Selection:** Performance measures should have a direct connection to a national, state, local, or program standard/priority. The specific standard or priority should be expressed in this section along with the rationale for the specific measure chosen. *Remember, measures should also be clearly and logically related to your goal or objective, feasible to collect over time, and within the scope of your influence.*
- **Target:** This is the numeric “goal” for the performance measure. What number are you trying to reach?
- **Baseline:** The rate/percent/number that you will be comparing current data with to determine whether there has been a change
- **Benchmark:** This is a “gold standard” for a measure, usually set by an external organization. Examples of a benchmark are Healthy People 2030 objective targets. Your performance measure may not have a benchmark; in which case you should answer “none.”
- **Numerator:** In a percentage or rate, this is the top number. For example, the numerator for the percent of Eau Claire County adults who smoke cigarettes is the number of adults (18 years or older) who currently smoke cigarettes. If your performance measure is not a percentage or rate, you will not have a numerator.
- **Denominator:** In a percentage or rate, this is the bottom number. For example, the denominator for the percent of Eau Claire County adults who smoke cigarettes is the number of adults (18 years or older) in Eau Claire County. If your performance measure is not a percentage or rate, you will not have a denominator.
- **Data Collection Method:** Data sources and the general approaches used to collect data
- **Dashboard Update Frequency:** How often the staff responsible would update the measure in the tracking dashboard

### Performance Measure Proposal Form

<b>Date:</b>			
<b>Measure Scope:</b>	<input type="checkbox"/> Department Wide	<input type="checkbox"/> Division Level Division:	<input type="checkbox"/> Program Level Program:
<b>Goal/Objective to be Measured:</b>			
Goal:			
Objective:			
<b>Performance Measure Title:</b>			
<b>Definition:</b>			
<b>Type of Measure:</b> <input type="checkbox"/> Input Measure <input type="checkbox"/> Process Measure <input type="checkbox"/> Output Measure <input type="checkbox"/> Outcome Measure			
<b>Target:</b>	<b>Baseline:</b>	<b>Benchmark:</b>	
<b>Rationale for Selection</b>			
This measure aligns with: <input type="checkbox"/> National Standards <input type="checkbox"/> State Standards / Priorities <input type="checkbox"/> CHIP Priorities <input type="checkbox"/> Strategic Plan Priorities <input type="checkbox"/> Division Priorities Program or Grant Priorities / Requirements <input type="checkbox"/> Other:			
Is this a measure that can be quantified? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Is data for this measure readily available? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Will this measure give useful, actionable feedback? <input type="checkbox"/> Yes <input type="checkbox"/> No			
<i>If answered "no" to any of the above questions, outline a proposal process for achieving "yes" in Notes/Comments below.</i>			
<b>Numerator:</b>		<b>Denominator:</b>	
<b>Data Collection Method:</b>		<b>Dashboard Update Frequency:</b>	
<b>Staff Responsible:</b>			
<b>Notes/Comments:</b>			
<b>Assistant Director / Committee Approval:</b>			
Review Date:			
Performance Measure Proposal was <input type="checkbox"/> Accepted <input type="checkbox"/> Modifications Advised			
Comments:			

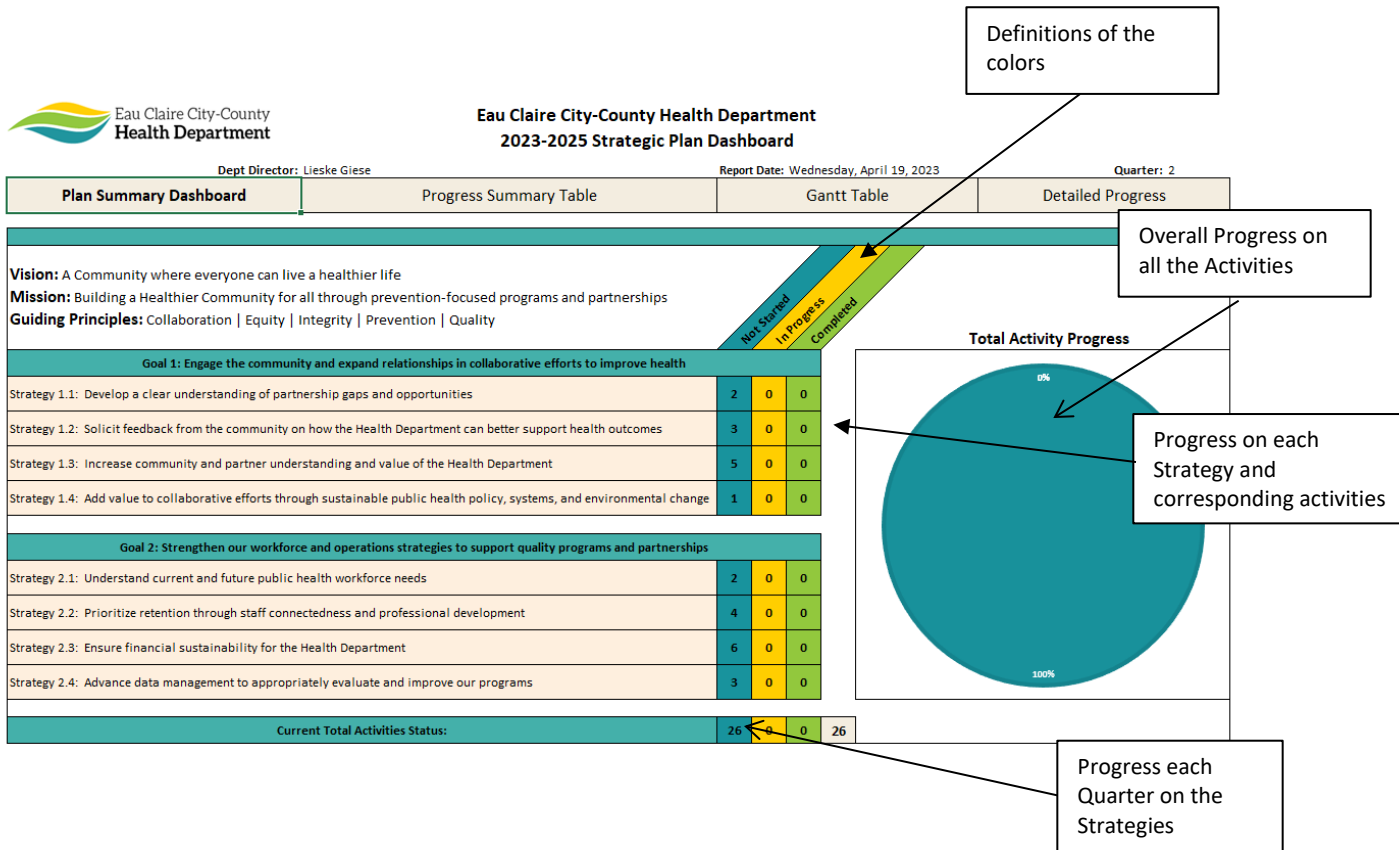
## Board of Health Meeting 8/23/2023

### Agenda Item 6.d Strategic Plan

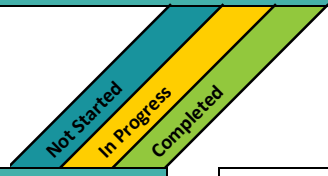
Attached is the 2023-2025 Strategic Plan Dashboard with detail on progress on activities. The 2023-2025 Strategic Plan was adopted by the Board at the December 2022 meeting. The adopted plan included two large goals with four strategies under each. As a reminder this plan is a 3-year strategic plan, which is a change from our previous 5-year plan. With a shorter timeframe for the plan we have fewer activities. In our current plan we have 26 activities compared to the previous plan with 120 activities. This shift was an intentional prioritization of activities that could be accomplished in the three-year timeframe.

Staff finalized in March measurable activities that help us reach each of the strategies. Similar to the 2017-2021 Strategic Plan Dashboard a system will be implemented with detail on progress and tracking of activities. The format has been slightly revised from what was used for the past plan. See below for an overview of the format. In March, lead staff were identified for each of the activities. Leads met in April for an overview of their role and an introduction to how to track progress on the dashboard and a kickoff event for all-staff was held at the end of April.

At the end of the second quarter of 2023, over half the activities are in progress. Many activities have not been started as some of the activities build off of each other.

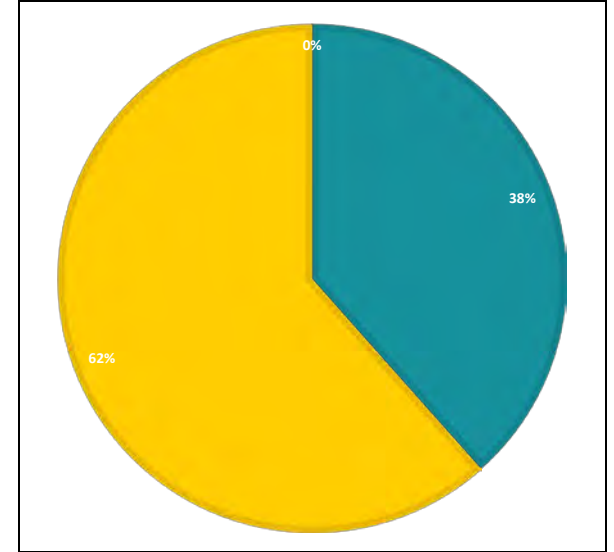


**Vision:** A Community where everyone can live a healthier life  
**Mission:** Building a Healthier Community for all through prevention-focused programs and partnerships  
**Guiding Principles:** Collaboration | Equity | Integrity | Prevention | Quality



Goal 1: Engage the community and expand relationships in collaborative efforts to improve health			
Strategy 1.1: Develop a clear understanding of partnership gaps and opportunities	1	1	0
Strategy 1.2: Solicit feedback from the community on how the Health Department can better support health outcomes	2	1	0
Strategy 1.3: Increase community and partner understanding and value of the Health Department	1	4	0
Strategy 1.4: Add value to collaborative efforts through sustainable public health policy, systems, and environmental change	1	0	0
Goal 2: Strengthen our workforce and operations strategies to support quality programs and partnerships			
Strategy 2.1: Understand current and future public health workforce needs	1	1	0
Strategy 2.2: Prioritize retention through staff connectedness and professional development	2	2	0
Strategy 2.3: Ensure financial sustainability for the Health Department	2	4	0
Strategy 2.4: Advance data management to appropriately evaluate and improve our programs	0	3	0
<b>Current Total Activities Status:</b>	<b>10</b>	<b>16</b>	<b>0</b>
			<b>26</b>

Total Activity Progress



**Fact Sheet–8/23/2023 Board of Health Meeting**

**Agenda Item 6.e**

**Eau Claire Health Alliance Update**

**Eau Claire Health Alliance Coalition** – Work is in progress to create the Eau Claire Health Alliance website. Website should be completed by August.

The coalition will be hosting an open house on Thursday, September 21<sup>st</sup> from 4-6pm. The event will be an opportunity to learn about what the action teams are working on, connect with others who care about the health of our community, and find out how to get involved with the Eau Claire Health Alliance. BOH members are encouraged to attend if available. We will publicly notice this in case a number are able to attend. Please also encourage others in your networks to participate.

**Action Team updates:**

**Chronic Disease Prevention**– The Chronic Disease Prevention

Action Team attended Sounds like Summer Concert Series on Thursday, June 15<sup>th</sup>. To support their goal of improving community members awareness and knowledge of healthy nutrition, they offered a fruit taste testing event, recipe books and children’s books to encourage fruit and veggie consumption, as well as information about healthy food swaps. Hy-Vee donated 150 fruit salad samples for us to bring. All samples were distributed, and folks loved them! We also offered SWAG to encourage physical activity like ball and mitt game, sunscreen, bug spray and more.



The Chronic Disease Prevention Action Team also partnered with Visit Eau Claire to launch the Eau Claire Summer Essentials, a mobile pass that encourages community members to visit different locations throughout the county throughout the summer. Our action team provided input on locations listed on



the pass that would encourage physical activity, such as pickleball at McDonough Park. We're also promoting on social media and at events all summer. One of the events included a visit to Feed My People Food Bank's drive-thru pantry. We handed out information about the pass, healthy food swaps and SWAG to over 130 families on July 28<sup>th</sup>. To participate, visit: [Eau Claire Summer Essentials | Explore, Earn, Repeat \(visiteauclaire.com\)](https://www.visiteauclaire.com)



### Substance Misuse-

Two workgroups have been meeting to work on the two CHIP goals related to alcohol misuse and drug use. The alcohol misuse workgroup group has started work on a resource guide to reduce barriers for people seeking treatment, peer support, and other services to respond to substance misuse. The drug workgroup has been working on distributing information about cannabis ([Cannabis 101](#) and [Delta-8](#) Fact Sheets) through partner agencies, reviewing various projects that address opioid misuse in the community, and assessing what is most needed to respond and prevent methamphetamine use. Both groups meet monthly and have about 10-15 partners attend. The Substance Misuse Action Team met virtually in May. Our partners from Mental Health Matters attended and shared their new video, [Shaping Destiny: Overcoming Adverse Childhood Experiences \(ACEs\) by Building Youth Resilience](#). Conversation was had about how mental health and substance misuse share many risk and protective factors, how our coalition can share this video as education for staff and community members, and how our coalition can promote community-level protective factors to reduce substance misuse.

Substance Misuse Action Team also tabled at Sounds like Summer concert series with the Mental Health Action team on Thursday, June 29<sup>th</sup>. The teams brought information about emotional regulation and self-care, including small talks information, mocktail



recipes, parent handbooks, doodle books, etc. Many children stopped at the booth to spin the wheel and answer a question to get a prize. Bubbles were every popular (and also help teach stress relief)!

**Mental Health** – The action team completed their social media challenge during the month of May (mental health month). The goal of the challenge was to decrease mental health stigma and promote mental wellness among Eau Claire County community members; and to increase awareness of mental health resources and how to access them. Every Monday we posted activities to promote mental wellness and challenged people to try at least one. If they commented on our post, with what they completed, they were entered in our giveaway. Activities included items like focus on breathing, set time aside to clean up your space, name an emotion you are feeling today, go for a walk, purposely smile at 5 people today, and more. Each Wednesday, we posted a resource (podcast, book, website, brochure) to share selected from our action team. We had a lot of engagement with each post (especially the week of the Crumbl gift card prize, which coordinated with their grand opening). Over 150 people participated in the challenges; over 5000 reached through posts; almost 100 new likes to our page.

**Healthy Relationship Promotion**– This action team has been working to update their Healthy Relationship Toolkit which is full of resources to help adults and youth around topics related to healthy relationships. The team is also continuing healthy relationship programming- Safe Dates and HIP teens, and 3R's (all evidence-based programming). They are working on a new project creating conversation cards that help start the conversation around healthy relationships. Other action teams may also join in on this project and add conversation starters around their health priorities.



The poster features the Eau Claire Health Alliance logo at the top center, flanked by a brain icon on the left and a head profile with a brain icon on the right. The main title 'Mental Health Awareness Month' is prominently displayed in the center. Below the title, a white rounded rectangle contains the text: 'Throughout the month of May, our Mental Health Action Team will be celebrating and promoting Mental Health Awareness Month with a series of challenges and giveaways.' Further down, a smaller text block states: 'Each Monday in May, we'll announce a challenge on the Eau Claire Health Alliance social media page related to our weekly theme. To participate, complete at least one activity listed in the post and comment on the post before Friday at noon!' A dark green rounded rectangle lists weekly challenges and prizes, with a red starburst graphic containing the word 'PRIZES!' to its right. At the bottom, it says 'Winners will be drawn after noon on Friday!' and provides an email address for those without social media: 'For those who don't have social media, completed activities can be emailed to ehealthalliance@eauclairecounty.gov for an entry into the drawing.'

**Eau Claire Health Alliance**

## Mental Health Awareness Month

Throughout the month of May, our Mental Health Action Team will be celebrating and promoting Mental Health Awareness Month with a series of challenges and giveaways.

Each Monday in May, we'll announce a challenge on the Eau Claire Health Alliance social media page related to our weekly theme. To participate, complete at least one activity listed in the post and comment on the post before Friday at noon!

**Week of May 1st:** Outdoors and mental health  
• Prize donated from Crumbl Cookies

**Week of May 8th:** Nutrition and mental health  
• Prize donated from Tactical Escape Room

**Week of May 15th:** 5 senses and mental health  
• Prize donated from Buffalo Wild Wings

**Week of May 22nd:** Social connection and mental health  
• Prize donated from Reboot Social

**Week of May 29th:** Creativity and mental health  
• Prize donated from Ramone's Ice Cream Parlor

**Winners will be drawn after noon on Friday!**

For those who don't have social media, completed activities can be emailed to ehealthalliance@eauclairecounty.gov for an entry into the drawing.



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**Informational Sheet –Board of Health Meeting 8/23/2023**  
**Agenda Item 6.f**  
**Public Health Reaccreditation Process**

The ECCCHD became a nationally accredited health department in February of 2018. Health Departments are accredited for 5 years by PHAB – the national Public Health Accreditation Board (PHAB). As a reminder, the goal of the national health department accreditation program is to improve and protect the health of the public by advancing the quality and performance of Tribal, state, local, and territorial public health departments. The Accreditation process measures health department performance against a set of nationally recognized, practice-focused and evidenced-based standards. Please see the additional documents on why a health department would seek reaccreditation and a high-level timeline of our road to reaccreditation.

ECCCHD is in year five of our accreditation. In order to maintain national accreditation, we need to apply for reaccreditation this year which we have done. The BOH approved our plan to apply for continued accreditation in February, 2022.

PHAB has continued to update and change their processes over time as they have gained experience with accreditation. Since we received initial accreditation PHAB has moved to process that is supported largely by accreditation fees. The attached documents provide additional information on the updated fee schedule. For initial accreditation ECCCHD applied early enough to be “grandfathered” into lower accreditation fees. The total fees paid for initial accreditation was \$27,030. The Accreditation Fee is based on population. ECCCHD would fall into Category 2, an annual reaccreditation service fee of \$8,400. This amount is built into our capital improvement plan and annual budget.

Health department staff are actively engaged in preparing for reaccreditation. This work will happen over the course of the Fall with all documentation required to be submitted by the end of 2023 and site visit likely in early 2024. The BOH will be engaged along the way with reaccreditation requirements and will be invited to be part of the site visit in 2024.

*Prepared by Cortney Sperber, Policy and Systems Division Manager*



# Why A Health Department Seeks Reaccreditation

September 2018

## Reaccreditation Facts

A PHAB-accredited public health department is accredited for five years. When initial accreditation expires, the health department must apply for and achieve reaccreditation to maintain accreditation status.

If the health department does not submit the application by the specified due date, the account will expire, and the health department's status will change to Not Accredited. To be accredited, the health department will have to complete the initial accreditation process. Doing this will be costlier and time intensive.

PHAB reaccreditation builds on initial accreditation but is very different. The reaccreditation process provides health departments with the opportunity to describe how their department addresses essential public health services and provides the opportunity to reflect on how they plan continued improvement.

Under the reaccreditation fee structure, health departments pay an annual fee that covers maintenance of accreditation and future reaccreditation reviews to avoid larger one-time fees in the future

## Questions?

Contact  
April Harris,  
aharris@phaboard.org



A health department celebrates becoming nationally accredited. Five years go by very quickly and it's time to apply for reaccreditation. A health department might ask why it is important to maintain their public health accreditation.

## Sustained Recognition

Accreditation is not a one-time recognition. The required annual reports and reaccreditation process allow for the sustained acknowledgement of the health department meeting nationally recognized standards and achieving continued quality and performance improvement. The value of accreditation is long term, just like most public health work. Continual improvement, and having that improvement externally validated, is a hallmark of a 21<sup>st</sup> century organization; public health departments are no different than other organizations in wanting to be the best organizations they can be.

## Value of Accreditation

The value of continued accreditation is the same as the value of initial accreditation. PHAB's external evaluation indicated that health departments view the accreditation process as having:

- Stimulated quality and performance improvement
- Improved relationships with local community stakeholders
- Improved accountability to external stakeholders
- Improved identification of strengths and weaknesses
- Validated the work that staff do
- Better positioned the health department to obtain additional funding

For more information on the evaluation of the impact of accreditation and stories from your peers, see PHAB's website, [www.phaboard.org](http://www.phaboard.org).

## Continued Value

Importantly, the reaccreditation measures and process are not a do-over of initial accreditation. Reaccreditation has been designed to address the impact and contributions of health strategies that improve population health. Reaccreditation ensures that accredited health departments continue to evolve, improve, and advance, thereby becoming increasingly effective at improving the health of the population they serve.

Especially in times of scarce resources, health departments, more than ever, need support in assuring quality services and accountability. Performance standards and peer review help health departments stay on track in a systematic way in setting priorities and identifying gaps.

## Future Benefits

Accredited health departments will soon have the benefit of being able to confidentially benchmark their performance against other accredited health departments. Additionally, reaccreditation showcases how health departments are selecting and tracking priority population health outcomes.

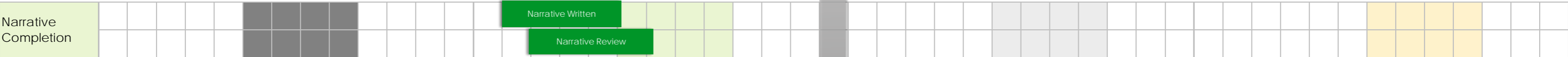
# Reaccreditation Timeline

PROJECT WEEK	Q1					Q2					Q3					Q4																																												
	July					August					September					October					November					December					January					February					March					April					May					June				
	3	10	17	24	31	7	14	21	28	4	11	18	25	2	9	16	23	30	6	13	20	27	4	11	18	25	1	8	15	22	29	5	12	19	26	4	11	18	25	1	8	15	22	29	6	13	20	27	3	10	17	24	31							
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53							

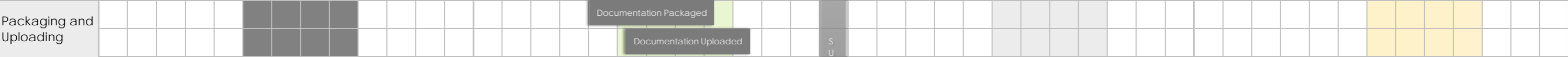
PHASE ONE



PHASE TWO



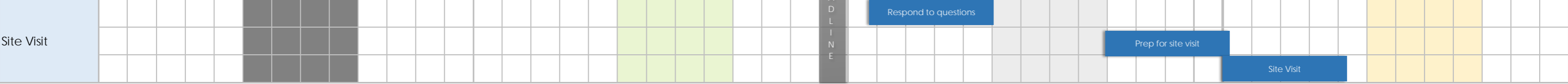
PHASE THREE



PHASE FOUR



PHASE FIVE



SUBMISSION DEADLINE

## Readiness and Training Fee – \$1,299

PHAB has instituted a new fee to assist health departments with the preparation stages for Initial Accreditation or Pathways Recognition. This step is required before application to either program but is not required for Reaccreditation applicants. This fee provides health departments with staff feedback on the Readiness Assessment and access to PHAB's live and on-demand training.

### Why the Readiness and Training Fee?

As part of PHAB Board's annual review of fees, and in preparation for the launch of both the Version 2022 accreditation standards and measures and the Pathways Performance Recognition product, PHAB has received feedback on the need to have earlier training and assistance with preparing for accreditation. PHAB decoupled the training from the 1<sup>st</sup> year fees of accreditation and added a more robust engagement, review, and feedback of the readiness assessment. The feedback will provide key information on opportunities for improvement, what additional training may be useful, and a recommendation on which of PHAB's products to consider as the health department moves toward accreditation. This recommendation is non-binding.

### The Readiness and Training fee supports:

- A copy of the official Standards & Measures
- Access to the Learning Center for required accreditation and recognition trainings;
- A live training;
- Access to the Readiness Assessment, including a Word version for preparation and online version for submission;
- An Accreditation Specialist to review and provide detailed feedback and recommendations on the Readiness Assessment; and
- \$500 one-time credit towards the Initial Accreditation first-year fee or Pathways fee, provided the health department applies for either program within 12 months of paying their Readiness and Training fee.

## Accreditation Fee Structure

Fees are based on the size of the jurisdictional population served by the health department. PHAB's Five Tier Accreditation Fee Schedule will be published annually.

The **Annual Accreditation Services Fee** supports the ongoing process of the health department as it goes through the accreditation lifecycle and is invoiced each year, beginning at the submission of the Accreditation Application, and each year thereafter. Invoices will be provided by PHAB to the applicant health department based on the category population they serve. The Annual Accreditation Services Fee continues and will cover the reaccreditation process, so the health department does not need to be concerned with additional budget dollars at the time it is eligible for reaccreditation.

The Annual Accreditation Services Fee is published in January each year and is good for the period July 1st of that year through June 30th the following year. Fees are subject to review for potential annual expense adjustments to take effect on July 1st of each year. Any changes to the fee amount will be announced in January of that same year.

Health Department Category	Annual Accreditation Services Fee* Effective July 1, 2022–June 30, 2023
Category 1 <i>Health Departments with populations of 100,000 or fewer</i>	\$ 5,600
Category 2 <i>Health Departments with populations greater than 100,000 to 500,000</i>	\$ 8,400
Category 3 <i>Health Departments with populations greater than 500,000 to 1,000,000</i>	\$ 11,200
Category 4 <i>Health Departments with populations greater than 1,000,000 to 5,000,000</i>	\$ 14,000
Category 5 <i>Health Departments with populations greater than 5,000,000</i>	\$ 22,400
<b>*Fees are subject to review for potential annual expense adjustments to take effect on July 1st of each year. Any changes to the fee amount will be announced in January of that same year.</b>	

### What the Annual Accreditation Services fee supports

The accreditation fee your health department pays supports the assessment of your health department against nationally adopted standards and measures and provides your health department with a full suite of ongoing accreditation services:

- An Accreditation Specialist to guide your department through the accreditation and reaccreditation process;
- Training of your health department’s Accreditation Coordinator that includes training material, access to PHAB's Learning Center, and expert trainers;
- Subscription to PHAB’s online accreditation information system (e- PHAB), making the process paperless, easier and cost-efficient;
- A comprehensive review of documentation against the accreditation standards by a team of experts;
- A site visit report with identified opportunities for improvements, areas of excellence and conformity comments;
- A thoughtful and deliberative review of the site visit report by PHAB’s Accreditation Committee;
- If needed, a full review of the Accreditation Committee Action Requirements (ACAR) including provision of assistance about what is required, additional peer review, and committee review of the report;
- A communications support package to engage and educate stakeholders on your health department’s journey to accreditation and ongoing culture of quality improvement;
- Annual guidance and support through each accreditation cycle to continue the culture of improvement advanced by accreditation;
- Support in preparation for reaccreditation; and
- Access to tailored information on PHAB’s Data Portal, [phabdata.org](http://phabdata.org), that gives you the ability to dive deeper into your accreditation performance and benchmark against a group of other health departments based on a variety of self-selected parameters.

## Payment of Fees

Fees are due within 30-days of receipt of invoice and payable via ACH or check. PHAB will be implementing the ability to pay via credit card within the e-PHAB system with a summer 2022 launch. To ensure that cost does not become a barrier to qualified health departments seeking and earning accreditation, PHAB will be as flexible as possible in working out ways for health departments to pay their Accreditation Fees. Some examples would be to pay in two-to-three-year increments or for health departments to use end of the year grant funds (with approval of grant project officer) to help pay varying amounts of the fees. PHAB is committed to providing reasonable customized payment options for health departments that need assistance.

## Fee for Appeals – \$5,000 + pass through of direct costs

The procedure for appeals is contained in the [Policy for National Public Health Department Initial Accreditation](#) and in the [Policy for National Public Health Department Reaccreditation](#). The purpose of the fee is to support PHAB's anticipated expenses in responding to and managing an appeal. Appeals costs are not covered elsewhere in the PHAB fees. A non-refundable initial Appeal Fee = \$5,000; and an additional invoice for PHAB's direct costs should an additional site visit be required (optional). All fees will be collected prior to cost being incurred. All fees are non-reimbursable since they cover actual costs.

**Eau Claire City-County Board of Health (2020-2024)**

**PRIORITIES**

1. **Maintain Health Department's fiscal stability**
2. **Support and advocate for public health priorities**
3. **Review new and changing community/Health Dept priorities**
4. **Ongoing BOH improvements**

**ACTIONS**

**Maintain Health Department's fiscal stability**

1. Annual update/review of BOH's fiscal policies and related responsibilities
  - a. Fund balance policy, HD fee setting and BOH budget approval process
2. Quarterly review of fiscal reporting (Jan/April/July/Oct)
3. Significant financial changes or decisions discussed at any monthly meeting

**Support and advocate for public health priorities**

1. Provide skill development training for BOH
  - a. Advocacy training to provide framework and process for engagement (April 22,2020)
2. Provide talking points for key priorities
3. Support WPHA/WALHDAB legislative priorities
  - a. Legislative update documents provided in monthly meeting packets
  - b. BOH copied on emails the Health Dept has sent to legislative officials
4. Engage with community partners/leaders to support community action on health priorities
5. Raise community and governmental policy makers' awareness of need to support "health lens" in decision-making
  - a. Confirm BOH role in Community Health Assessment
6. Raise awareness of upstream factors impacting health
7. Identify and share influencing tools available for BOH
  - a. Public health resources
  - b. Case studies
  - c. Examples of success in other communities

**Review new or changing community/Health Dept priorities**

1. Include quarterly BOH agenda item to update/review a running list of potential issues in community
2. Discuss populations impacted and data gaps
3. Discuss staffing and fiscal implications for Health Dept

**Ongoing BOH improvements**

1. Strive for diversity of BOH membership
2. Identify and prioritize BOH training opportunities and needs
  - a) Annual review of state statutes applicable to BOH

	<b>Actions</b>	<b>Next Steps</b>	<b>Timing</b>	<b>Notes:</b>
<b>Priority 1: Maintain Health Department's fiscal stability</b>	Annual update/review of BOH's fiscal policies and related responsibilities	Fund balance policy, HD fee setting and BOH budget approval process	July and August	Fund balance details and policy reviewed annually at July meeting. HD fee setting done annually at August meeting.
	Quarterly review of fiscal reporting (Significant financial changes discussed at any monthly meeting)		Jan/April/July/Oct	Quarterly review done at designated BOH meetings. Includes preliminary financial summary, revenue and expense statement and balance sheet. HD's audit done as part of City's annual fiscal audit, reported on at monthly BOH meetings when info becomes available from auditors. COVID funding typically discussed at each meeting during COVID updates.
<b>Priority 2: Support and advocate for public health</b>	Provide skill development training for BOH	Advocacy training to provide framework and process for engagement	4/22/2020	Searching for presenter on public health advocacy. Also reviewing online webinars and resource materials from public health organizations. Forwarded US Surgeon General Murthy's interview regarding communication and priorities. <b>2/16/2022</b> Potential presenter identified for advocacy training, details need to be confirmed.
	Provide talking points for key priorities			Health officer plus WALHDAB, NAHBOH and WI Public Health Association have provided talking points regarding public health funding and proposed state COVID legislation.
	Support WPHA/WALHDAB legislative priorities	Legislative update documents provided in monthly meeting packets		Ongoing when updated documents become available. <b>2/16/2022</b> Also will be tracking and supporting recently announced WALHDAB/WPA top priorities for this year.
		BOH copied on emails the Health Dept. has sent to legislative officials		Ongoing.



priorities	Engage with community partners/leaders to support community action on health priorities			Communicable Disease Ordinance Task Force. Healthy Communities action committees. JONAH. Plus...
	Raise community and governmental policy maker's awareness of need to support "health lens" in decision-making	Identify BOH members' current participation in community organizations. Determine if additional resources/training required.		BOH 8/25/21 agenda item for discussion. <b>2/16/2022</b> Subject matter discussed as part of advocacy training. Also will need to coordinate with similar work done by Health Dept.
	Raise awareness of upstream factors impacting health	Determine if additional resources/training required.		<b>2/16/2022</b> Will coordinate with Health Dept and Healthy Communities as strategies and plans are developed.
	Identify and share influencing tools available for BOH	Determine info/resources available for BOH		All BOH members are provided with WALHDAB and NALBOH memberships; receive electronic newsletters, public health legislative alerts, and have access to web resources.
		Public health resources		
	Case Studies			
Priority 3: Review new or changing community / Health Department priorities	Include quarterly BOH agenda item to update/review a running list of potential issues in community	Examples of success in other communities	Jan/April/July/Oct	Planning more detailed info from current CHA and CHIP Spring 2021. Plan for review at Sept or Oct BOH meeting. <b>2/16/2022</b> Review done quarterly as well as during any CHA/CHIP updates.
	Discuss populations impacted and data gaps			<b>2/16/2022</b> Included with ongoing discussions about COVID, Strategic Plan updates and community assessment activities.
	Discuss staffing and fiscal implications for health department			<b>2/16/2022</b> Frequent BOH discussions throughout COVID pandemic.
Priority 4: Ongoing BOH Improvements	Strive for diversity in BOH membership and decision-making			BOH membership has expanded to include representation from the rural community, <40 years of age and Hmong ethnic group.
	Identify and prioritize BOH training opportunities and needs	Consider diversity in broadest terms possible.		



# EAU CLAIRE CITY-COUNTY HEALTH DEPARTMENT 2023-2025 STRATEGIC PLAN

## ●MISSION, VISION, & GUIDING PRINCIPLES●

### Mission

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

### Vision

**A community where everyone can live a healthier life.**

### Guiding Principles

The Health Department's work is guided by five overarching principles:



#### **Collaboration**

We seek and value the diversity and contributions of our partners and community to improve health.



#### **Equity\***

We strive to ensure that access, resources, and opportunities are provided for all to succeed and grow.



#### **Integrity**

We act with the highest standards of public health practice in our work.



#### **Prevention**

We work proactively to reduce negative health outcomes and build resilience for when they occur.



#### **Quality**

We use data and evidence to provide programs and services that meet the needs of our community.

\*Adapted from the definition of Equity from the Office of Research Central at the University of Washington.  
[Office of Research: Diversity, Equity, and Inclusion - UW Research \(washington.edu\)](https://www.washington.edu/research/equity)

## •GOALS & STRATEGIES•

### Goal #1

**Engage the community and expand relationships in collaborative efforts to improve health**

#### « Strategy 1.1 »

Develop a clear understanding of partnership gaps and opportunities

#### « Strategy 1.2 »

Solicit feedback from the community on how the Health Department can better support health outcomes

#### « Strategy 1.3 »

Increase community and partner understanding and value of the Health Department

#### « Strategy 1.4 »

Add value to collaborative efforts through sustainable public health policy, systems, and environmental change

### Goal #2

**Strengthen our workforce and operational strategies to support quality programs and partnerships**

#### « Strategy 2.1 »

Understand current and future public health workforce needs

#### « Strategy 2.2 »

Prioritize retention through staff connectedness and professional development

#### « Strategy 2.3 »

Ensure financial sustainability for the Health Department

#### « Strategy 2.4 »

Advance data management to appropriately evaluate and improve programs