



**APPLETON
HEALTH DEPARTMENT**

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To: CEA Review Committee
City of Appleton Common Council

From: Charles E. Sepers, Jr., Ph.D., M.P.H., Health Officer/Director

Subject: Request to add Second Use Sedan to Health Department Fleet in 2023

This request is for a new public health nursing vehicle through CEA's second use vehicle fleet, as was funded through the 2023 general funds budget. The need for a nursing fleet vehicle has arisen due to recent changes to City travel reimbursement policy. These policy changes led to a stipend model based on FTE, vs. a reimbursement model. Most Public Health Nursing staff are part-time, and the reimbursement per FTE is disproportional to the amount of actual costs incurred by staff travelling within the City to perform their assigned duties.

An exponential growth in TB cases and associated directly observed therapy (DOT) has dramatically increased the need for Public Health Nursing staff to travel. A fleet vehicle for Public Health Nursing staff is required to avoid the current scenario where staff are subsidizing the travel needs of the department. The addition of this vehicle to the Health Department fleet will ensure delivery of these vital services without being subsidized by City staff.

This request will not have an impact on the current Health Department budget, as estimated amounts for this vehicle were included in the 2023 Health Department budget, which was approved by the Appleton Common Council. The estimated CEA costs are similar to pre-policy-change budgeted mileage reimbursement. The 2023 budget lines for this vehicle additions are listed below. These budgets will be adjusted as needed from year to year.

CEA Operations/Maintenance: \$1770

CEA Depreciation/Replacement: \$775

Respectfully submitted by,

Charles E. Sepers, Jr., Ph.D., M.P.H.