



# City of Appleton

100 North Appleton Street  
Appleton, WI 54911-4799  
www.appleton.org

## Meeting Agenda - Final-revised Board of Health

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Wednesday, August 11, 2021

7:00 AM

Council Chambers, 6th Floor

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1. Call meeting to order
2. Roll call of membership
3. Approval of minutes from previous meeting  
[21-1124](#) June Minutes  
**Attachments:** [June Meeting Minutes.pdf](#)
4. **Public Hearings/Apearances**
5. **Action Items**  
[21-1153](#) Resolution #12-R-21 Health Officer Hiring  
**Attachments:** [#12-R-21 Health Officer Hiring.pdf](#)  
[Health Office Hiring Process.pdf](#)  
[Health Officer email.pdf](#)  
[Health Officer State of Wisc letter.pdf](#)
6. **Information Items**  
[21-1128](#) COVID-19 Update  
**Attachments:** [COVID-19 Cases Aug 2021.pdf](#)  
[21-1129](#) Second Quarter 2021 Report  
**Attachments:** [Q2 2021 Report.pdf](#)  
[Q2 Executive Summary.pdf](#)  
[21-1125](#) Second Quarter 2021 Budget Performance Review  
**Attachments:** [Q2 Department Budget Review.pdf](#)  
[Q2 Summary Budget Review.pdf](#)

[21-1127](#) Approved Noise Variance Requests

**Attachments:** [Approved Noise Variance.pdf](#)

7. Adjournment

*Notice is hereby given that a quorum of the Common Council may be present during this meeting, although no Council action will be taken.*

*Reasonable Accommodations for Persons with Disabilities will be made upon Request and if Feasible.*



# City of Appleton

100 North Appleton Street  
Appleton, WI 54911-4799  
www.appleton.org

## Meeting Minutes - Final Board of Health

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Wednesday, June 9, 2021

7:00 AM

Council Chambers, 6th Floor

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1. Call meeting to order

Meeting was called to order by Cathy Spears at 7:00am

2. Roll call of membership

**Present:** 6 - Meltzer, Woodford, Spears, Fuchs, Schultz and Vogel

**Excused:** 1 - Werth

3. Approval of minutes from previous meeting

Fuchs moved, seconded by Vogel that the minutes from May be approved.

**Motion carried by the following vote:**

**Aye:** 6 - Meltzer, Woodford, Spears, Fuchs, Schultz and Vogel

**Excused:** 1 - Werth

4. **Public Hearings/Appearances**

[21-0797](#) May Minutes

**Attachments:** [May Minutes.pdf](#)

5. **Action Items**

[21-0741](#) Noise Variance Request - Prince of Peace Lutheran Church

**Attachments:** [POP Appleton.pdf](#)

Meltzer moved, seconded by Schultz that the noise variance request be approved. Roll Call Motion carried by the following vote:

**Aye:** 6 - Meltzer, Woodford, Spears, Fuchs, Schultz and Vogel

**Excused:** 1 - Werth

6. **Information Items**

[21-0791](#) Covid-19 Update

Attachments: [COVID -19 Cases Final \(002\).pdf](#)

[21-0792](#)

Approved Noise Variance Requests

Attachments: [Approved Noise Variance.pdf](#)

7. Adjournment

**Motion by Meltzer, seconded by Schultz to adjourn the meeting at 7:15am**

**Aye:** 6 - Meltzer, Woodford, Spears, Fuchs, Schultz and Vogel

**Excused:** 1 - Werth

Note

Note



**#12-R-21**  
**Health Officer Hiring**

*Submitted By:* Alderperson Martin – District 4, Alderperson Reed – District 8, Alderperson Hartzheim – District 13, Alderperson Doran – District 15

*Date:* 8/4/2021

*Referred To:* Board of Health

**WHEREAS**, on August 4, 2021, City of Appleton Mayor Jacob A Woodford put forth new guidance in the City requiring masking in indoor public City facilities; and

**WHEREAS**, the permanent position of Health Officer for the City of Appleton has been vacant since early June, 2021, and the Mayor and city staff were aware of the pending retirement of the previous Health Officer since prior to the first COVID-19 cases in Appleton in early 2020;

**THEREFORE, BE IT RESOLVED** that the Members of the City of Appleton Common Council hereby express their concern that the City has undertaken health initiatives and enacted a public health mandate while the position of Health Officer remains vacant; and

**BE IT FURTHER RESOLVED** that the Members of the City of Appleton Common Council urge the Mayor to prioritize and expedite the hiring of a Health Officer as quickly and as practicably as possible and prior to enacting or implementing any further COVID-19 guidance or mandates in the City.



“...meeting community needs...enhancing quality of life.”

**Human Resources Department**  
100 N. Appleton Street  
Appleton, WI 54911  
Phone: (920) 832-6455  
Fax: (920) 832-5845

To: Board of Health, Human Resources/IT Committee and Common Council Members

From: Jay Ratchman, Human Resources Director 

Date: August 9, 2021

Re: Health Officer Hiring Process

On August 4, 2021, resolution #12-R-21 Health Officer Hiring was submitted and referred to the Board of Health. To assist you as you consider this resolution, I would like to offer some background information to provide greater context for your upcoming discussion.

On February 4, 2020, then Health Officer Eggebrecht submitted his intent to retire on June 4, 2020. We immediately launched a national search to find a successor. On April 17, 2020, Health Officer Eggebrecht selflessly rescinded his resignation in an effort to assist the City through the looming pandemic. Consequently, the hiring process for the Health Officer position was paused.

We re-opened the hiring process in March 2021, in anticipation of Health Officer Eggebrecht's retirement in June 2021. Subsequent interviews were conducted prior to Health Officer Eggebrecht's retirement; however, we did not find a candidate who met the education, skills, and competencies we expect, particularly for our top-level leadership positions. As has always been our practice, we did not want to sacrifice our goal of finding quality candidates by making quick decisions which may not serve us well for the long-term.

Knowing the pandemic was waning but not departing, we wanted to ensure that we continued our legacy of strong leadership in this critical position. As a result, we proactively reached out to the State of Wisconsin Department of Health Services (DHS) to work through our interim plan to make sure we remained as a Level III health department. As we reviewed/created our interim plan, we discussed the qualifications of our Interim Health Officer and reviewed our ongoing recruitment efforts to find a successor. A memo dated May 24, 2021, from the Mayor which announced the appointment of an Interim Health Officer, was brought to the HR/IT committee and Common Council (see attachment).

Resolution #12-R-21 requests that members of the Common Council urge the Mayor to prioritize and expedite the hiring of a Health Officer as quickly and as practically as possible. I would like to reassure the City of Appleton Common Council that this hiring process has and will remain a priority. Particularly during this critical time in public health, we are committed to moving this process forward as quickly as possible, all while ensuring we are finding the best candidate to lead us through these challenging times and beyond. We won't hesitate to ask if we need additional resources.


As always, we will keep you abreast of the progress of the Health Officer hiring process. Should you have questions in the meanwhile, please let me know.



*"...meeting community needs...enhancing quality of life."*

**OFFICE OF THE MAYOR**

Jacob A. Woodford  
100 North Appleton Street  
Appleton, Wisconsin 54911  
Phone: (920) 832-6400  
Email: [Mayor@Appleton.org](mailto:Mayor@Appleton.org)

**TO:** Human Resources & Information Technology Committee  
**FROM:** Mayor Jacob A. Woodford   
**DATE:** May 24, 2021  
**RE:** Interim Health Officer Appointment

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Health Officer Eggebrecht has announced his retirement from the City of Appleton, effective June 4, 2021. Health Officer Eggebrecht has dedicated 21 years of his career to the City. Identifying a successor has received our full attention and we expect to name a successor shortly as this search nears its conclusion.

Public Health Nurse Supervisor Sonja Jensen joined the City of Appleton in 2013 and has demonstrated her capability in the health field and through her work in helping lead the City through the COVID-19 pandemic. Given the depth of experience and commitment to the City of Appleton, I am pleased to appoint Ms. Jensen as the Interim Health Officer. She will serve in this capacity to ensure there is no vacancy, however brief, in the Health Officer role.

## Melody Rank

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**From:** Jay Ratchman  
**Sent:** Tuesday, August 10, 2021 12:16 PM  
**To:** Melody Rank  
**Subject:** Fw: [NCI] Health Officer Vacancy  
**Attachments:** Interim Health Officer for HR.pdf; Appleton Health Officer Letter May 11 2021.pdf

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**From:** Culotta, Christopher D - DHS <ChristopherD.Culotta@dhs.wisconsin.gov>  
**Sent:** Tuesday, August 10, 2021 10:26 AM  
**To:** Jay Ratchman <Jay.Ratchman@Appleton.org>; Jake Woodford <Jake.Woodford@Appleton.org>  
**Cc:** Rombalski, Jennifer J - DHS <jennifer.rombalski@dhs.wisconsin.gov>  
**Subject:** [NCI] Health Officer Vacancy

Mayor Woodford and Mr. Ratchman,

My understanding is there are questions regarding the process to identify an interim health officer at the City of Appleton and the coordination with the Wisconsin Department of Health Services, Division of Public Health. The City of Appleton Leadership has been in communication with the Division of Public Health Northeast Region and has provided updates on the hiring progress.

A little about me and the Division of Public Health Northeast Region – we work with local health departments and tribes in a 17 county area that includes 19 local health departments and 3 tribes.

The pandemic has been difficult for staff and public health leaders and currently of the 85 local health departments in Wisconsin we have 30+ newer or interim health officers statewide.

To put in perspective for the NE Region – there have been 7 new health officers of the 19 local health departments since November 2020.

A review of documentation relating to this situation identifies the following key facts.

Mr. Eggebrecht the former city health officer retired June 4, 2021.

May 11, 2021 I sent the attached letter to the City of Appleton Mayor that discussed the interim appointment and the health officer qualifications under Wisconsin Statute 251.05. Copied on the letter include the State Health Officer and Division of Public Health Administrator and the Office of Policy and Practice Alignment Director.

May 18, 2021, Mr. Ratchman, Mr. Eggebrecht and Mayor Woodford and I had a phone call to discuss health officer qualifications and the hiring process.

Mr. Ratchman on June 4, 2021 provided me the resume and interim health officer appointment letter for the City of Appleton. Ms. Jensen has served as the Appleton Health Department Nursing Supervisor since March 2013 and also leads other regional public health groups.

I have served as the Division of Public Health Northeast Region Director since December 2013 and I have supported/assisted many jurisdictions hiring new health officers and my assessment is the City of Appleton has provided updates on the hiring progress for a full-time health officer and is making a good faith effort to identify and hire the next health officer.

Please contact me with any questions.

Chris



**Christopher Culotta, MPA**

*Northeast Region Director & 140 Review Program Supervisor*

*Office of Policy and Practice Alignment*

*Division of Public Health, Green Bay/Northeast Region*

**Wisconsin Department of Health Services**

[Christopherd.culotta@wisconsin.gov](mailto:Christopherd.culotta@wisconsin.gov) | (920) 448-5220

Cell (920) 450-4578



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Tony Evers  
GovernorState of Wisconsin  
Department of Health ServicesKaren E. Timberlake  
SecretaryFax: 920-448-5265  
TTY: 711 or 800-947-3529

May 11, 2021

Mayor Woodford  
City of Appleton  
100 N Appleton Street  
Appleton WI 54911-4799

Dear Mayor Woodford,

The Division of Public Health has learned that Kurt Eggebrecht will retire June 4 from the position of health officer for your health department. I write to offer the support and assistance of the Northeast Region as your agency works to fill this important position. Please send me the name, qualifications and contact information of the individual who will serve as your agency's interim health officer, so I can work with him or her during this transitional period.

Maintaining classification as a Level III local health department under Wis. Stat. § 251.05, requires hiring a candidate who satisfies the requirements for a Level III local health officer set out in Wis. Stat. § 251.06(1)(c) and (d):

(c) A local health officer of a Level III local health department shall have at least one of the following:

1. A master's degree in public health, public administration, health administration or, as defined in rules promulgated by the department, a similar field and 3 years of experience in a full-time administrative position in either a public health agency or public health work.
2. A bachelor's degree and 16 graduate semester credits towards a master's degree in public health, public administration, health administration or, as defined in rules promulgated by the department, a similar field and 5 years of experience in a full-time administrative position in either a public health agency or public health work.
3. A license to practice medicine and surgery under ch. 448 and at least one of the following:
  - a. Three years of experience in a full-time administrative position in either a public health agency or public health work.
  - b. Eligibility for certification by the American board of preventive medicine in public health or general preventive medicine.
  - c. A master's degree in public health, public administration, health administration or, as defined in rules promulgated by the department, a similar field.

(d) Notwithstanding pars. (a) to (c), relevant education, training, instruction, or other experience that an applicant obtained in connection with military service, as defined in s. [111.32 \(12g\)](#), counts toward satisfying the requirements for education, training, instruction, or other experience

Mayor Woodford  
Page 2  
May 11, 2021

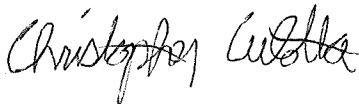
to qualify as a public health officer if the applicant demonstrates to the satisfaction of the department that the education, training, instruction, or other experience that the applicant obtained in connection with his or her military service is substantially equivalent to the education, training, instruction, or other experience that is required to qualify as a public health officer.

I strongly encourage you to hire a health officer who meets the educational requirements for a Level III local health department while considering the demographics of the jurisdiction and using recruitment that reaches qualified candidates from varied backgrounds. The Northeastern Regional Office is available to assist you during the hiring process. When you have narrowed your pool of candidates, you may wish to submit their qualifications to me for a preliminary review. Once you have selected someone for the position, you must submit the individual's qualifications to me for the Division of Public Health formal review prior to completing the hiring and appointment process.

There could be implications to the Level III designation, as well as the funding to your health department if an interim or new health officer is selected that does not meet qualifications as specified in statute.

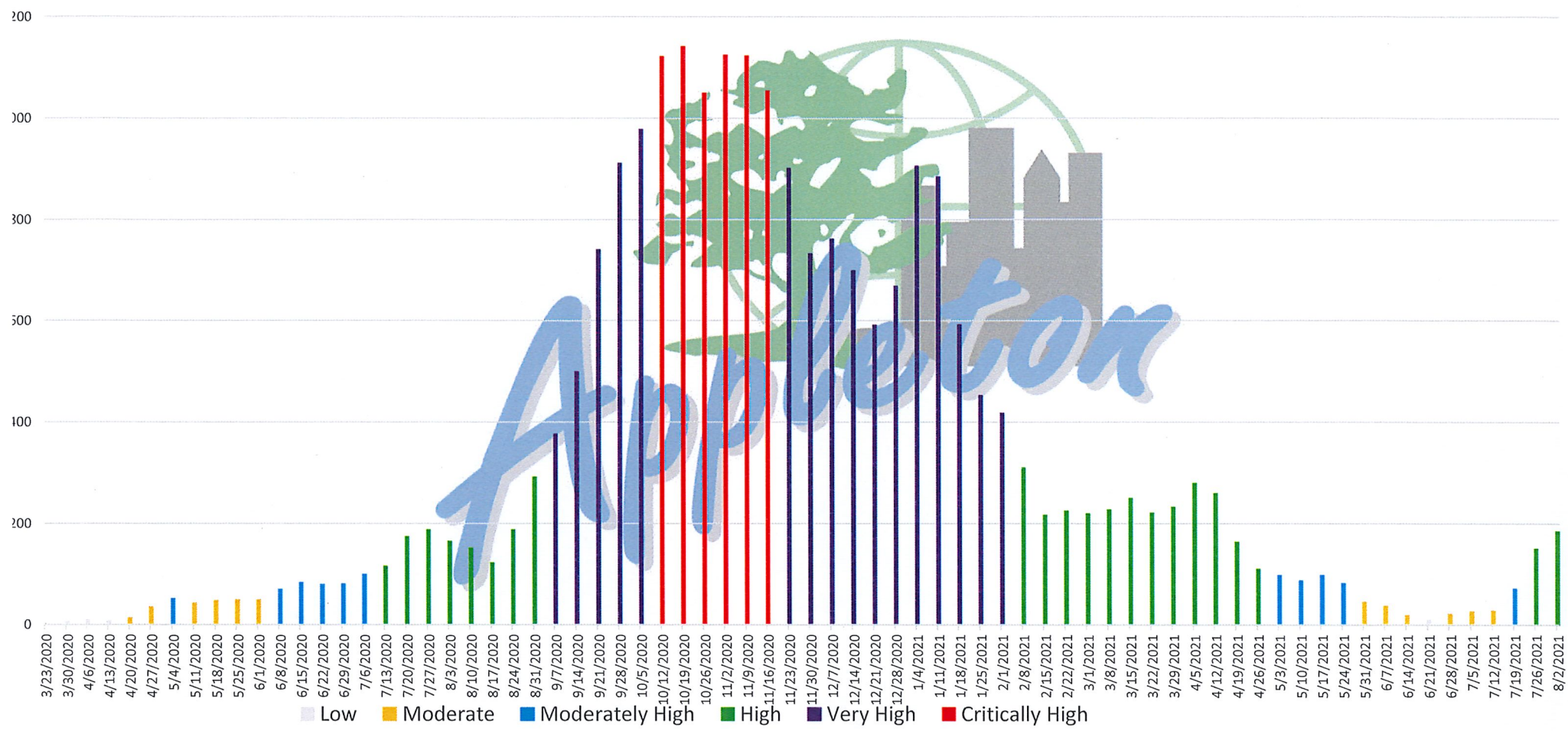
If you have any questions during the application review or interview process, please feel free to contact me at (920) 448-5220 or ChristopherD.Culotta@dhs.wisconsin.gov. As the regional director for the Division of Public Health Northeastern Region, one of my responsibilities is to support your efforts and advise you on the public health issues you may encounter or questions you may have while filling this vacancy.

Sincerely,



Christopher Culotta  
Regional Director  
Northeastern Region  
Office of Policy and Practice Alignment  
Division of Public Health  
Department of Health Services

C: Julie Willems Van Dijk, State Health Officer, Deputy Secretary  
Chuck Warzecha, Deputy Division Administrator  
Jen Rombalski, Office of Policy and Practice Alignment Director



Two Week Total New COVID-19 Cases in Appleton,  
 Rate per 100,000 Population, Risk Level Assessments per WDHS



$70 + 68 = 138$  (2 week case counts)

$138 / 75,000 = .000184$  (Appleton population 75,000)

$.000184 \times 100,000 = 184$  (equals burden)

**Low** less than or equal to 10 per 100,000 people

**Moderate** greater than 10 but less than 50 per 100,000 people

**Moderately High** greater than 50 but less than 100 per 100,000 people

**High** is greater than 100 per 100,000 people

**Very High** is greater than 350 per 100,000 people

**Critically High** is greater than 1,000 per 100,000 people



**Table 1.** Two indicators being based on confirmed cases: Burden and Trajectory. A third indicator maps Burden and Trajectory indicators into one composite indicator.

Indicator	Definition	Classes			
Burden	Total number of cases per 100,000 in the last two weeks ( $B$ )	Low	$B \leq 10$		
		Moderate	$10 < B \leq 50$		
		Moderately High	$50 < B \leq 100$		
		High	$100 < B \leq 350$		
		Very High	$350 < B \leq 1000$		
		Critically High	$1000 < B$		
Trajectory	Percent change in the last two weeks ( $T$ ), p-value from a test against $T = 0$ ( $p$ )	Shrinking	$T \leq -10\%$ and $p < 0.025$		
		Growing	$10\% \leq T$ and $p < 0.025$		
		Not changing (No Call)	Otherwise		
Case status indicator(Composite of burden and trajectory)	Summary concern based on Burden and Trajectory classifications		Shrinking	No Call	Growing
		Low	Low	Low	Medium
		Moderate	Medium	Medium	High
		Moderately High	Medium	High	High
		High	High	High	High
		Very High	Very High	Very High	Very High
		Critically High	Critically High	Critically High	Critically High

VACCINATIONS  
TO DATE  
(08/09/21)

	FULLY VACCINATED	AT LEAST ONE SINGLE DOSE
State	49.6%	52.5%
Calumet	45%	47.5%
Winnebago	47.9%	50.4%
Outagamie	49.6%	52.5%
Appleton	53.5%	56.8%
Appleton Vaccine Eligible	63.4%	67.4%
Appleton 12-17 Years	41.1%	48.5%



**I. Preventing Disease**

Community Education Sessions	Quarter	Year to Date	Last Year to Date
Group Education Sessions	0	0	4
Number of Attendees	0	0	71

Immunization Clinics	Current Month	Quarter	Year to Date	Last Year to Date
Persons Immunized	0	0	0	46
Immunizations administered	0	0	0	110

Vaccine Type/Number of Doses	Quarter	Year to Date	Last Year to Date
Covid-19	15982	33376	0
<a href="#">DtaP (Diphtheria, Tetanus, Acellular Pertussis)</a>	0	0	1
<a href="#">Dtap/IPV</a>	0	0	1
<a href="#">Dtap/IPV/Hep B</a>	0	0	0
<a href="#">Flu (Influenza)</a>	0	0	10
<a href="#">Flu Nasal</a>	0	0	1
<a href="#">HBV (Hepatitis B)</a>	0	0	2
<a href="#">Hep B/Hib Comvax</a>	0	0	0
<a href="#">Hep A</a>	0	0	4
<a href="#">Hep A/Hep B</a>	0	0	0
<a href="#">HIB (Haemophilus Influenzae b)</a>	0	0	0
<a href="#">HPV (Human Papillomavirus)</a>	0	0	4
<a href="#">IPV (Inactivated Polio Vaccine)</a>	0	0	1
<a href="#">MCV4 (Meningococcal)</a>	0	0	4
<a href="#">MenB</a>	0	0	0
<a href="#">MMR (Measles, Mumps, Rubella)</a>	0	0	5
<a href="#">PCV13 (Prenvar)</a>	0	0	0
<a href="#">Rotavirus</a>	0	0	0
<a href="#">Td (Tetanus diphtheria)</a>	0	0	4
<a href="#">Tdap</a>	0	5	5
<a href="#">VZV (Varicella)</a>	0	0	6

Communicable Disease Cases	Current Month	Quarter	Year to Date	Last Year to Date
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**Gastroenteric**

<a href="#">Campylobacter</a>	2	3	6	7
<a href="#">Cryptosporidiosis</a>	0	1	2	0
<a href="#">Cyclosporiasis</a>	0	0	0	3
<a href="#">E. Coli (STEC)</a>	1	1	2	3
<a href="#">E. Coli (Other)</a>	3	4	4	11
<a href="#">Giardiasis</a>	1	1	1	2
<a href="#">Hemolytic Uremic Syndrome</a>	0	0	0	0
<a href="#">Listeriosis</a>	0	0	0	0
<a href="#">Salmonellosis</a>	2	2	2	11
<a href="#">Shigellosis</a>	0	0	0	0
<a href="#">Vibriosis</a>	0	0	0	0
<a href="#">Yersinia</a>	0	0	0	1

Other Communicable Diseases	Current Month	Quarter	Year to Date	Last Year to Date
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<a href="#">Acute Flaccid Myelitis</a>	0	0	0	0
<a href="#">Babesiosis</a>	0	0	0	1
<a href="#">Bacterial meningitis</a>	0	0	0	0
<a href="#">Blastomycosis</a>	0	0	0	2
<a href="#">Burkholderia Pseudomallei</a>	0	0	0	0
<a href="#">Carbon Monoxide Poisoning</a>	0	1	2	3
<a href="#">Denque Fever</a>	0	0	0	0
<a href="#">Ehrlichiosis / Anaplasmosis</a>	1	1	1	0



Haemophilis Influenza	0	0	0	1
Hep A	0	0	0	1
Hep B	0	1	1	0
Hep C	1	6	10	20
Histoplasmosis	0	0	1	0
Hospitalized Influenza	0	0	0	38
Invasive Group A Strep	0	0	0	2
Invasive Strep, Other	0	0	0	1
Jamestown Canyon	0	0	0	0
Kawasaki	0	0	0	0
Legionellosis	0	0	0	0
Leprosy	0	0	0	0
Lyme Disease	4	4	4	2
Malaria	0	0	0	0
Neisseria Meningitidis, Invasive Disease	0	0	0	0
Novel Influenza	0	0	0	0
Rocky Mountain Spotted Fever	0	0	1	0
Streptococcus group B invasive disease	0	3	8	9
Streptococcus pneumoniae	0	1	3	4
TB, Latent Infection	0	5	5	11
TB: Atypical	0	0	1	4
TB: Mycobacterium	0	1	1	2
Viral Meningitis	0	0	0	0
VISA	0	0	0	0
West Nile Virus	0	0	0	0
Other	0	1	1	39

Vaccine Preventable	Current Month	Quarter	Year to Date	Last Year to Date
COVID-19	42	497	2315	0
Measles	0	0	0	0
Mumps	0	0	0	0
Pertussis	0	0	0	2
Rubella	0	0	0	0
Varicella	0	0	0	1

Tuberculosis Prevention and Control	Quarter	Year to Date	Last Year to Date
Number of TB (LTBI)	0	0	4
Number of TB Skin Tests	0	0	2
Number of Referrals for TB Blood Test	9	9	0
Number of TB positive tests	2	2	0

Sexually Transmitted Disease	Current Month		Quarter		Year to Date		Last Year to Date	
	All Ages	≤18	All Ages	≤18	All Ages	≤18	All Ages	≤18
Chlamydia	31	2	85	2	171	8	111	7
Gonorrhea	12	0	27	0	63	1	28	1
HIV	0	0	1	0	0	0	1	0
Other STD	0	0	0	0	0	0	0	0
Partner/Referral Program (Contacts)	0	0	1	0	0	0	3	0
Syphilis	2	0	3	0	8	1	5	0

Planned Parenthood Contract	Quarter	Year to Date	Last Year to Date
Individuals served	18	28	21
Number of tests	54	76	38
Individuals treated	5	9	7

Lead	Quarter	Year to Date	Last Year to Date
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**Elevations**

Initial Venous lead levels >19 ug/dl	0	0	0
Repeat Venous lead levels >19 ug/dl	0	0	0
Initial Venous lead levels 10 - 19 ug/dl	0	0	0
Repeat Venous lead levels 10 - 19 ug/dl	0	2	0
Capillary lead levels >10 ug/dl	0	1	4
Capillary lead levels 5 - 9 ug/dl	3	5	2
Venous lead levels 5 - 9 ug/dl	2	4	3

Home Inspections	0	2	1
Education	0	2	5
Formal Enforcement Action	0	0	0

Licensed Establishments	Plan Reviews			Preinspections		
	Quarter	Year to Date	Last Year to Date	Quarter	Year to Date	Last Year to Date
Public Eating and Drinking	2	3	1	4	7	14
Retail Food	0	0	3	0	7	8
Hotel/Motel and Tourist Rooming House	0	0	0	0	0	0
Bed and Breakfast	0	0	0	0	0	0
Manufactured Home Communities	0	0	0	0	0	0
Vending Machines	0	0	0	0	0	0
Swimming Pools	0	0	0	1	1	1
Tattoo and Body Piercing	0	0	0	3	6	1
Temporary Restaurants	0	0	0	0	0	0
Non-profit	0	0	0	0	0	0
Rec/Ed Campground	0	0	0	0	0	0
Campground	0	0	0	0	0	0
Pigeon Permit	0	0	0	0	0	0
Temporary Retail	0	0	0	1	1	1
Special Organization Serving Meals	0	0	0	0	0	0
Apiary	0	0	0	2	2	2
Chicken Keeping	0	0	0	5	7	5
Total	2	3	4	16	31	32

Licensed Establishments	Inspections			Reinspections		
	Quarter	Year to Date	Last Year to Date	Quarter	Year to Date	Last Year to Date
Public Eating and Drinking	93	145	85	9	11	18
Retail Food	19	30	32	0	3	4
Hotel/Motel and Tourist Rooming House	2	2	4	0	0	0
Bed and Breakfast	1	2	0	0	0	0
Manufactured Home Communities	0	0	0	0	0	0
Vending Machines	0	0	0	0	0	0
Swimming Pools	5	8	5	0	0	2
Tattoo and Body Piercing	4	6	0	0	0	0
Temporary Restaurants	3	3	1	0	0	0
Non-profit	0	0	0	0	0	0
Rec/Ed Campground	0	0	0	0	0	0
Campground	0	0	0	0	0	0
Pigeon Permit	0	0	0	0	0	0
Temporary Retail	3	3	1	0	0	0
Special Organization Serving Meals	0	0	0	0	0	0
Apiary	1	1	0	0	0	0
Chicken Keeping	1	1	0	0	0	0
Total	132	201	128	9	14	24

Licensed Establishments	Complaints			Complaint Followups		
	Quarter	Year to Date	Last Year to Date	Quarter	Year to Date	Last Year to Date
Public Eating and Drinking	1	11	9	0	2	1
Retail Food	1	2	3	0	0	0
Hotel/Motel and Tourist Rooming House	0	0	0	0	0	0
Bed and Breakfast	0	0	0	0	0	0
Manufactured Home Communities	0	0	0	0	0	0
Vending Machines	0	0	0	0	0	0
Swimming Pools	1	1	0	0	0	0
Tattoo and Body Piercing	0	0	0	0	0	0
Temporary Restaurants	0	0	0	0	0	0
Non-profit	0	0	1	0	0	0
Rec/Ed Campground	0	0	0	0	0	0
Campground	0	0	0	0	0	0
Pigeon Permit	0	0	0	0	0	0
Temporary Retail	0	0	0	0	0	0
Special Organization Serving Meals	0	0	0	0	0	0
Apiary	0	0	0	0	0	0
Chicken Keeping	0	0	0	0	0	0
Total	3	14	13	0	2	1

Licensed Establishments	Consultations		
	Quarter	Year to Date	Last Year to Date
Public Eating and Drinking	99	165	187
Retail Food	10	36	48
Hotel/Motel and Tourist Rooming House	2	2	0
Bed and Breakfast	0	0	0
Manufactured Home Communities	1	1	0
Vending Machines	0	0	1
Swimming Pools	14	17	21
Tattoo and Body Piercing	10	27	12
Temporary Restaurants	28	28	16
Non-profit	9	17	14
Rec/Ed Campground	0	0	0
Campground	0	0	0
Pigeon Permit	0	1	2
Temporary Retail	18	18	2
Special Organization Serving Meals	0	0	1
Aplary	5	11	20
Chicken Keeping	16	25	38
Total	212	348	362

Food Borne-Water Borne Disease	Current Month	Quarter	Year to Date	Last Year to Date
Number of Outbreaks	0	0	0	0
Number of Interviews	0	0	0	0
Number symptomatic	0	0	0	0

Laboratory/Field Tests	Current Month	Quarter	Year to Date	Last Year to Date
WDATCP Random Sampling Program	0	0	0	0

#### Swimming Pool Water Samples

Total number of pools sampled	24	59	107	54
Total number of pools resampled	0	1	1	0
Total positive HPC	0	1	1	0
Total positive coliform	0	1	1	0

#### Rabies Specimens

Type of Animal Shipped

Dog	0	0	0
Cat	0	0	1
Bat	0	1	4
Raccoon	0	0	0
Ferret	0	0	0
Skunk	0	0	0
Other	0	0	0
Total shipped	0	1	5
Total positive results	0	0	0

## II. Protecting the Environment

Environmental Investigations	Consultations			Complaints		
	Quarter	Year to Date	Last Year to Date	Quarter	Year to Date	Last Year to Date
Community water supplies	0	1	0	0	0	0
School/Day Care	0	3	3	0	0	0
Private water supplies	0	0	0	0	0	0
Surface water pollution	0	0	0	0	0	0
Animal nuisances	2	5	2	0	2	0
Rabies control	5	13	13	0	0	0
Insect control	3	8	11	0	0	4
Rodent control	0	0	0	0	0	0
Hazardous substance control	0	0	1	0	0	0
Air pollution - Indoor	4	8	0	1	3	0
Air pollution - Outdoor	2	2	0	0	0	0
Noise	8	12	5	0	0	4
Radiation	0	1	1	0	0	0
Garbage/rubbish nuisance	0	1	0	1	2	0
Private residence/housing	1	2	1	0	0	3
Lead	3	14	0	0	1	0
Other Programs	9	17	4	0	0	0
Other Business	6	13	22	0	1	1
Mold	12	18	9	1	1	2
Totals	55	118	72	3	10	14

Environmental Investigations	Complaint Followups		
	Quarter	Year to Date	Last Year to Date
Community Water Supplies	0	0	0
School/Day Care	0	0	0
Private water supplies	0	0	0
Surface water pollution	0	0	0
Animal nuisances	0	1	0
Rabies control	0	0	0
Insect control	0	0	0
Rodent control	0	0	0
Hazardous substance control	0	0	0
Air pollution - Indoor	0	4	0
Air pollution - Outdoor	0	0	0
Noise	0	3	0
Radiation	0	0	0
Garbage/rubbish nuisance	2	4	0
Private residence/housing	0	1	1
Lead	0	0	0
Other Programs	0	0	0
Other Business	0	0	0
Mold	0	0	0
Totals	2	13	1



### III. Promoting Health

Type of Referrals to Public Health Nurse (PHN)	Quarter	Year to Date	Last Year to Date
Family	0	0	0
Maternal/Child	18	30	193
Adult/Elderly	0	0	0
Total	18	30	193

Community Health Visits	Admissions			Revisits		
	Quarter	Year to Date	Last Year to Date	Quarter	Year to Date	Last Year to Date

Includes contact to elderly and adult clients, parents, and children for purposes of assessment, teaching, referrals and case management

MCH	6	10	48	10	12	48
Adult	3	3	2	16	16	126
Elderly	0	0	0	0	0	0
Total	9	13	50	26	28	174

Community Health Visits	Discharges			Phone Calls as Visit		
	Quarter	Year to Date	Last Year to Date	Quarter	Year to Date	Last Year to Date

Includes contact to elderly and adult clients, parents, and children for purposes of assessment, teaching, referrals and case management

MCH	0	0	3	15	31	31
Adult	1	1	0	0	0	0
Elderly	0	0	0	0	0	9
Total	1	1	3	15	31	40

Primary Health Problem	Quarter	Year to Date	Last Year to Date
General Health Promotion	0	0	18
Prenatal	0	2	20
Postpartum	2	6	50
Infant and Child Health	16	20	66
Communicable Disease	15	15	34
Endocrine/Nutritional/Immunity Disorders	0	0	1
Nervous system and sense organs	0	0	0
Circulatory system	0	0	4
Respiratory system	0	0	1
Musculoskeletal system and Connective tissue	0	0	0
Other	0	0	3
Total	33	43	197

Adult/Elderly Clients By Referral Source	Quarter	Year to Date	Last Year to Date
Self	0	0	0
Case Finding	0	0	0
Physician (Unhospitalized)	3	3	0
Hospital	0	0	0
Social Service/Counseling	0	0	1
Community Agency	0	0	0
Other Public Health Agency	0	0	0
Licensed Home Health Agency	0	0	0
State Agency	0	0	0
Carried Over From Previous Year	0	4	0
Other	0	0	0
Total	3	7	1

<b>Client Interventions</b>	<b>Quarter</b>	<b>Year to Date</b>	<b>Last Year to Date</b>
Case Management	31	33	48
Consultation	0	0	32
Counseling	3	5	3
Delegated Functions	0	0	1
Disease and Health Event Investigation	0	0	0
Health Teaching	31	43	52
Referral and Follow Up	2	3	18
Screening	1	1	6
Total	68	85	160

<b>Non-Client Contacts</b>	<b>Quarter</b>	<b>Year to Date</b>	<b>Last Year to Date</b>
Adult child	0	0	1
Aging & Disability Resource	0	0	0
Citizen	0	0	2
Client	0	0	0
Community Agency	0	0	0
Employer	0	0	0
Faith Community	0	0	0
Friend	0	0	1
Hospital	0	0	0
Human Services	0	0	0
Mental Health Provider	0	0	0
Nurse	0	0	0
Other	0	0	0
Parent/Guardian	0	0	0
Primary Care Provider	0	0	0
Spouse	0	0	0
Total	0	0	4

<b>Non-Client Contact Interventions</b>	<b>Quarter</b>	<b>Year to Date</b>	<b>Last Year to Date</b>
Consultation	0	0	1
Counseling	0	0	0
Health Teaching	0	0	0
Referral and Follow Up	0	0	3
Total	0	0	4

**IV. Protecting the Consumer**

Consumer Complaints	Number Received			Number of Violations Found		
	Quarter	Year to Date	Last Year to Date	Quarter	Year to Date	Last Year to Date
Foods	0	2	1	0	0	0
Liquid foods	0	0	0	0	0	0
Non-food Products	0	0	0	0	0	0
Heating Oil and LP gas	0	0	0	0	0	0
Firewood	1	1	0	0	0	0
Gas station pumps	2	3	2	2	2	1
Gas station service console	2	2	0	0	0	0
Gas station price signage	0	0	2	0	0	1
Gas station gasoline quality	1	2	0	0	0	0
Scales: food	0	0	0	0	0	0
Scales: scrap metal	0	0	0	0	0	0
Scales: other	0	0	0	0	0	0
Scanning	2	3	3	1	1	0
Trade practices	0	0	1	0	0	1
Advertising	0	1	1	0	0	0
Going out of business sales	0	0	1	0	0	1
Temporary sales	0	0	0	0	0	0
Miscellaneous	0	0	0	0	0	0
Totals	8	14	11	3	3	4

Type of Establishments Inspected	Current Quarter	Year to Date	Last Year to Date
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Food and convenience stores, restaurants, bakery and candy stores, dairy plants and stores, drug stores, hardware stores, variety stores, gas stations, salvage and recyclers, pet shops, garden centers, industrial manufacturing plants, concrete and asphalt plants

Total number inspected	40	95	262	135
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Equipment and Device Examined	Inspected				Number Not in Compliance			
	Current Month	Quarter	Year to Date	Last Year to Date	Current Month	Quarter	Year to Date	Last Year to Date
Scales and Balances	55	158	420	265	1	0	11	3
Measures (Includes gas pumps and fuel oil truck meters)	172	262	316	258	0	22	45	7
Weights	0	0	5	21	0	0	0	0
Total	227	420	741	544	1	22	56	10

Commodity Report	Current Month	Quarter	Year to Date	Last Year to Date
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Total units of product investigated	20,168	32,939	102,856	23,151
Random sample size	3,364	5,009	14,287	3,652
Total products/units found short weight	0	503	1,678	372
Total products/units found mislabeled	4	21	888	121

Price Scanning Inspections	Current Month	Quarter	Year to Date	Last Year to Date
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Number of Inspection	6	12	64	49
Number of items scanned	225	378	2,054	1,626
Pricing errors found	3	15	39	39

License Investigations	Quarter	Year to Date	Last Year to Date
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Closeout sales	0	0	0
Secondhand dealers	4	5	3
Commercial solicitation	16	29	36
Taxicab	5	5	6
Pet store	3	4	3
Firewood	20	20	19



# APPLETON HEALTH DEPARTMENT QUARTERLY REPORT April 2020 – June 2020

## Executive Summary

*The Health Department's day-to-day activities for the quarter of are enumerated in the attached report. The department continues to work toward fulfilling the goals of our department, keeping in mind the belief statements that support and enhance our mission statement.*

***“Plays a vital role assessing and assuring the health needs and trade practices in the community”***

*“On June 2, 2021, City Sealer Eric Maggio and Weights & Measures staff participated and spoke at the annual Appleton Downtown Saturday Farm Market Vendor meeting in a virtual Microsoft Teams meeting. City Sealer Maggio provided information regarding policies as well as going over rules. Weights and Measures staff tested 47 farm market vendor's scales as well as package and labeling inspections after the meeting. The meeting which is mandatory provides a great foundation for high compliance throughout the Farm Markets summer duration. Weights and Measures staff will monitor the farm market closely throughout the summer to ensure compliance.”*

On June 2, 2021, Environmental Supervisor Steve Kihl conducted annual training for the ADI Farm Market food vendors. Approximately 30 vendors participated in the training.

In June, Steve Kihl successfully completed DATCP Standardization maintenance. The purpose of standardization is to promote statewide uniformity and establish proof of inspector proficiency in the food establishment inspection process and knowledge of the Wisconsin Food Code.

***“Provides services to protect and promote the health and well-being of the citizen and consumer”***

Public health nursing staff followed up with 492 individuals with confirmed or probable cases of COVID-19 in the 2<sup>nd</sup> quarter of 2021. In addition, nurses followed up with contacts of these confirmed and probable cases.

***“Communicates with the public on health and consumer related issues”***

On June 8<sup>th</sup>, an intern joined the health department from the Wisconsin Area Health Education Center System (AHEC) to assist with PHEP related activities until July 30<sup>th</sup>. Hope Schaefer Kemp is a senior at the University of Oshkosh and completing a degree in Human Services. She assisted with the vaccination clinic registration area at the Appleton Public Library. She created some safety social media messaging for June, safety month. She also assisted with the AARs. Her big project for the summer was the development of a scavenger hunt for 30 youth during the Appleton Parks and Recreation Safety Summer Camp in the month of July.

***“Provides services in a cost effective and efficient manner”***

In December of 2019, the nation was made aware of a small outbreak occurring in Wuhan China. Since March 16, 2020 we have activated the Public Health Emergency Preparedness plans and opened the Appleton Emergency Operations Center (EOC). During the 2<sup>nd</sup> quarter of 2021, the focus of the EOC has been testing, implementation of vaccine distribution, and the return of staff to city departments.

On January 11<sup>th</sup>, a new indoor testing site opened to the public at the Fox Cities Exhibition Center. Due to the vaccine clinic and reopening of city building and activities, the testing site moved twice during the operation. On February 2<sup>nd</sup> the testing site moved to Reid Golf Course with limited interruption. On March 31<sup>st</sup>, the testing site made its final move to a former Family Video. There it stayed until May 27<sup>th</sup> when testing demand significantly declined. The National Guard tested 3,483 individuals while operating indoors. Testing is still a critical component to the fight against COVID-19.

***“Develops and evaluates departmental programs, policies and procedures based on community needs and collaborate with community agencies and providers to assess those needs and ensure high quality services”***

The Wisconsin Department of Agriculture, Trade and Consumer Protection recently enacted changes to Wisconsin Administrative Code Ch. ATCP 75 which impacted the license types assigned to food establishments. These changes were published in July of 2020 and effective in October of 2020. Included in the changes were the renaming of Retail Food Establishment types and the assessment criteria used to place establishments into one of these license categories. In short, restaurants are now referred to as “Retail Food Establishments – Serving Meals” and general retail food stores such as convenience stores and grocery stores are now called “Retail Food Establishments – Not Serving Meals”. Under one of these main headings, establishments will fall into one of several subcategories based on the complexity of the operation and risk of the processing activities that occur. The license category names for all food establishments have been changed to reflect this new terminology.

On February 2, 2021, the Fox Cities COVID-19 Vaccine Clinic began vaccinating the 65 and older population. The demand to be vaccinated at the Exhibition Center was extremely high for 2.5 months. Towards the end of April, the

demand began to drop significantly. In May, there was a struggle to fill appointments and the decision was made to close the vaccination clinic on May 27<sup>th</sup>. Even with the decline in demand, the vaccination clinic was extremely successful and vaccinated 32,984 citizens.

Vaccination and testing are still the best defense against COVID-19. Testing is available in several locations throughout the City of Appleton. Vaccination also is available in many locations. It was decided to continue vaccination in a smaller capacity at the Appleton Public Library. The first clinic was June 8<sup>th</sup> and will continue through August.

After June 1<sup>st</sup>, the rest of the month was dedicated to writing After Action Reports (AAR) and finishing the State PHEP Deliverables which were due June 30<sup>th</sup>. All state deliverables were finished on June 26<sup>th</sup>. An AAR was completed for the testing site at Appleton North Highschool and the indoor testing site June 23<sup>rd</sup>. The vaccination clinic AAR was completed by Outagamie County Emergency Management at the end of June as well. A future AAR meeting will happen in July for the overall city response to COVID-19.

***“Professional staff works together as a cohesive team by cooperating, communicating and supporting each other to achieve departmental and individual goals”***

On June 4, Health Officer Kurt Eggebrecht retired after more than 21 years of service to the City of Appleton. Appleton Health Department staff are grateful that delayed his retirement for a year to give leadership and direction during the pandemic.

In May, public health nurse Krista Waterstradt successfully completed the coursework and passed the examination to become a Certified Lactation Counselor. The Certified Lactation Counselor certification identifies a professional in lactation counseling who has demonstrated the necessary skills, knowledge, and abilities to provide breastfeeding counseling and management support to families who are thinking about breastfeeding or who have questions or problems during breastfeeding/lactation.

Respectfully submitted,

Sonja Jensen BSN, RN  
Interim Health Officer



**HEALTH DEPARTMENT**  
**Second Quarter Review**  
**All Figures Through June 30, 2021**

**Significant 2020 Events:**

See 2020 Quarterly Reports

**Performance Data:**

<b>Administration 2nd Quarter</b>						
Program	Criteria	Actual 2018	Actual 2019	Actual 2020	Actual 2021	Target 2021
<b>ADMIN</b>	Client Benefit					
Train Staff	Benefit #1: Training request/ reviewed/ approved	100%	100%	100%	100%	100%
Safe Work	Benefit #2: # unresolved safety issues	0	0	0	0	0
Level III Health Dept	Outcome #1: # of unresolved issues	0	0	0	0	0
Internal Advancement	Outcome #2: % vacancies filled from within	100%	100%	100%	100%	100%
Training	Output #1: Hours of training/employee	48	40	31	15	45
Staff Assessments	Output #2: % completed on time	100%	100%	100%	100%	100%
Collaboration with Health Care Partners	Output #3: # of meetings	147	140	0	49	130
Prepare Annual Report	Output #4: Complete by 120th day of following year	4/18	4/25	8/12	n/a	4/25

## Nursing 2nd Quarter

Program	Criteria	Actual 2018	Actual 2019	Actual 2020	Actual 2021	Target 2021
<b>Client Benefits/Impacts</b>						
TB Disease Resolved	Benefit #1: Three negative tests/ complete treatment/ + clinical status	50%	100%	100%	1	100%
Occupational Health	Benefit #2: TB testing and training	100%	100%	100%	In Process	100%
<b>Strategic Outcomes</b>						
Epi-linked TB Cases	Outcome #1: # of cases	0	0	1	0	0
Increase Vaccine Coverage	Outcome #2: % school age children vaccinated	99.0%	99%	99%	In Process	99%
COM Regulations	Outcome #3: % of required participants	100%	100%	100%	In Process	100%
<b>Work Process Outputs</b>						
Case Management of TB	Output #1: # of home visits	207	47	100	0	250
TB Skin Test	Output #2: # of TB skin tests	72	95	75	9	75



## Environmental 2nd Quarter

Program	Criteria	Actual 2018	Actual 2019	Actual 2020	Actual 2021	Target 2021
<b>Client Benefits/Impacts</b>						
Fair and Consistent Inspection	Benefit #1: Positive triennial survey results	100%	100%	100%	n/a	100%
Health Hazards	Benefit #2: Identified and corrected inspection reports	100%	100%	100%	100%	100%
<b>Strategic Outcomes</b>						
Voluntary Compliance Improved	Outcome #1: # of critical violations	371	402	400	62	375
Human Cases of Rabies	Outcome #2: # of cases	0	0	0	0	0
Foodborne Outbreaks	Outcome #3: # of outbreaks related to special events	0	0	0	0	0
Foodborne Outbreaks	Outcome #4: # of food establishment linked outbreaks	0	0	0	0	0
<b>Work Process Outputs</b>						
Annual Inspection & Follow-ups	Output #1: # of inspections	515	506	540	222	540
Annual Inspection & Follow-ups	Output #2: # of follow up inspections	102	104	120	14	120
Response to Complaints	Output #3: # of complaints/follow ups	78/58	68/20	100/50	26/16	90/50
Response to Complaints	Output #4: % completed within 3 days	100%	97%	100%	100%	99%
Animal Bite Complaints	Output #5: % response within 4 hours	100%	100%	100%	100%	100%
Education Sessions for Non-profits	Output #6: # of vendors participating	72	60	25	4	25

## Weights & Measures 2nd Quarter

Program	Criteria	Actual 2019	Actual 2019	Actual 2020	Actual 2021	Target 2021
<b>Client Benefits/Impacts</b>						
Reduce Price Scanning Errors	Benefit #1: % error trend reporting compliance (over charges)	98.5%	98.7%	98.8%	99.0%	100.0%
Accurate Product Labeling	Benefit #2: Positive triennial consumer survey	88.0%	100%	100%	N/A	100.0%
Accurate Measuring Devices	Benefit #3: % of devices that measure accurately	97.4%	97.7%	96.7%	96.7%	96.0%
<b>Strategic Outcomes</b>						
System of Price Control	Outcome #1: % error trend reporting compliance (undercharges)	97.9%	98.5%	99.1%	99.2%	98.0%
Short Weight & Mislabeled Measured Sales	Outcome #2: % error trend reporting compliance	95.8%	98.5%	98.0%	97.6%	96.0%
Public Confidence in System Integrity	Outcome #3: Triennial consumer survey response	100.0%	98.2%	92.0%	N/A	99.0%
<b>Work Process Outputs</b>						
Price Scanning Inspection	Output #1: # of annual inspections	125	141	144	65	130
Commodity Inspections	Output #2: # of inspections	17,887	20,678	19,225	15,421	17,000
Device Inspections	Output #3: # of inspections	1,787	1,631	1,649	949	1,775

ACCOUNT DESCRIPTION	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	AVAILABLE BUDGET	% USED
12510 Public Health Administra	171,307	171,307	73,360.26	97,947	42.80
12520 Public Health Nursing	509,992	509,992	163,204.54	346,787	32.00
12530 Public Health Environmen	333,476	333,476	141,391.07	192,085	42.40
12540 Public Health Weights/Measures	205,812	205,812	98,978.96	106,833	48.10
Expense Total	1,220,587	1,220,587	476,934.83	743,652	39.10

ACCOUNT DESCRIPTION	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	AVAILABLE BUDGET	% USED
2710 MCH Grant	38,500	41,031	2,772.98	38,258	6.80
2730 Prevention Grant	7,900	7,900	8,148.51	-249	103.10
2740 Lead Grant	10,839	10,839	2,096.17	8,743	19.30
2750 Immunization	27,500	37,208	2,364.20	25,136	32.40
2773 COVID-19 ELC	0	413,000	132,600.00	280,400	32.10
2780 Bioterrorism Grant	101,808	102,819	40,150.16	62,669	39.00
Expense Total	186,547	612,797	188,132.02	414,957	32.30

'7/15/21

**The following noise variance requests have been approved by Interim Health Officer, Sonja Jensen:**

*McFleshman's Brewing Co*  
*115 S State St*  
*June 30 (6pm-10pm) & July 16 (6:30pm-10pm)*

*Dan Plaisance*  
*2410 N Meade St.*  
*July 31 (4pm-9pm)*

*Wooden Nickel*  
*217-233 E College Ave*  
*Aug 5-8 (11am-11pm)*

*Sole Burner*  
*City Park*  
*Aug 21 (7:30am-11am)*

*Dan Rathsack*  
*315 W Foster St.*  
*July 10 (5pm-10pm)*

*Valley Dance Studio*  
*Telulah Park*  
*Sept 19 (1pm-4pm)*

*St. Pius X Parish Picnic*  
*500 W Marquette St*  
*Aug 13 (5pm-10pm) & Aug 14 (7pm-11pm)*

*Sacred Heart Parish*  
*222 E Fremont St*  
*Aug 14 (1pm-10pm) & Aug 15 (10am-2pm)*

*Hip Hop for Humanity*  
*1035 W Prospect Ave*  
*July 10 (11am-5pm)*

*Downtown Creates*  
*Houdini Plaza*  
*Jul 16 (5pm-8pm) & Aug 20 (5pm-8pm)*

*Troy Lillicrop*  
*1800 block N. Eugene*  
*Jul 24 (12pm-10pm)*

*Highland Elementary*  
*Tough Kid Challenge*  
*Oct 2 (8am-2pm)*

