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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

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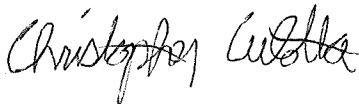
to qualify as a public health officer if the applicant demonstrates to the satisfaction of the department that the education, training, instruction, or other experience that the applicant obtained in connection with his or her military service is substantially equivalent to the education, training, instruction,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