

Village of Hales Corners

5635 S. New Berlin Road
Hales Corners, WI 53130
Phone: (414) 529-6161
Fax: (414) 529-6179
www.halescorners.org



James R. Ryan Municipal Building

VILLAGE BOARD - COMMITTEE OF THE WHOLE

April 7, 2025 (Monday) - 6:45 PM

Meeting Notice/Agenda

Notice is hereby given that the Village Board will meet as a Committee of the Whole (COW), at the above date and time, at the James R. Ryan Municipal Building (5635 S. New Berlin Road).

Pursuant to Resolution 20-61, members of the Board of Trustees may attend this meeting in an electronic platform.

Pursuant to Resolution 20-61, members of the Committee of the Whole may attend this meeting in an electronic platform. The meeting electronic platform link is: <https://meet.goto.com/984742341> or you may dial in at +1 (571) 317-3122 access code: 984-742-341. Requests to access the meeting must be 48 hours in advance of the meeting.

AGENDA

1.0 ROLL CALL

2.0 PUBLIC COMMENT

3.0 AGENDA ITEMS

3.1 Minutes March 3, 2025

3.2 Re-Appointments

3.3 Board Calendar date conflicts

3.4 Health Department update

3.4.1 Vaccine For Adults Program

3.4.2 Health Dept. Fee schedules

3.4.3 Stericycle – sharps disposal contract concerns- request for new vendor

3.4.4 Dept. of Health Services Grant Funding

3.4.5 Job Descriptions

3.4.6 Review Alternative Work Schedule

The Village Board may enter closed session pursuant to Wis. Stat. §19.85(1)(c), for consideration of the employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility to review the alternative work schedule for the Health Officer over which the governmental body has jurisdiction or exercises responsibility, and to re-enter open session at the same place thereafter to act on such matters as discussed therein as it deems appropriate.

4.0 ADJOURNMENT

Sandra M. Kulik, Village Administrator

April 5, 2025

NOTE: Issues that require public input or for which citizens are present will receive priority on the agenda. Hearing or speech impaired persons who require special services should notify the Village staff in advance of the meeting.

The meeting was called to order at 6:45 p.m. by Todd Brinkmeier.

- 1.0 **Roll Call** – Present: Chair T. Brinkmeier. Trustees: M. Bennett, J. Chesney, M. Eternicka, K. Meleski, I. Thomson and Pres. D. Besson. Staff: Police Chief E. Cera and Village Administrator S. Kulik. Audience (2).
- 2.0 **PUBLIC COMMENT** – Mary Limon, 7007 W. Coldspring Rd, Apt, Greenfield, WI 53220 addressed the Committee regarding a request for a traffic study or lighted intersection at 116th and Edgerton. Matter referred to Public Works Commission.
- 3.0 **AGENDA ITEMS**
 - 3.1 **Minutes February 3, 2025** – no changes, placed on file.
 - 3.2 **Police Department Update** – Police Chief E. Cera addressed the Committee. He commented on the 50th Anniversary of the Police Department will be March 7, 2025. He reported on equipment challenges and staffing challenges. He reported his retirement date is January 2, 2026 and that the Fire & Police Commission (FPC) is working on his replacement. He reported on a successor agreement with the Village of Greendale for dispatching services and reported on upcoming radio capital purchases due to obsolescence of existing equipment.
 M. Eternicka asked for a preliminary estimate to replace the radios. E. Cera estimated \$250,000.
 D. Besson inquired about staff that have left and if the Chief could expand on why the various employees have left. E. Cera commented that it was due to lower call volume compared to more metro areas, few or no specialty units within the department and some who just wanted a larger department.
 T. Brinkmeier asked how many staff made the department fully staffed. E. Cera reported 18 positions and they currently have 16 but anticipate a full staff by March of 2026 provided there are no other vacancies. T. Brinkmeier inquired if there was anything that could be done to secure lateral and new recruits. E. Cera commented that the Village is already doing them and it is really just a demographic of wanting to work in a smaller community and family centric community policing as part of an employee's job satisfaction.
 - 3.3 **Hales Happiness Bid update** – S. Kulik reported on the bid results and the timeline for the issuance of debt and special assessment preliminary numbers within the next 60 days. She reported that the two resolutions in the packet were not requested to move on to the Board at this time, but will be presented on April 28, 2025 along with the Note award, Bid Award and the Special Assessment preliminary resolution.
 - 3.4 **Milwaukee County Deer Management discussion** – D. Besson reported on the letter in the packet and that he had discussions with the Village Attorney about the ability for Milwaukee County to control their grounds, but that permissions to discharge any firearm resides with the Village. He suggested that failure to notify the Village and the residents as outlined in the plan would be grounds for removing the Village Board's permissions under the program. K. Meleski inquired if they had considered relocation versus culling. D. Besson commented that this was tried in River Hills and was more expensive and less effective. M. Eternicka stated that the tree stand location was a concern. D. Besson commented that from the stand in the triangle area they are shooting towards a hill / berm area. T. Brinkmeier commented that they are actually working from three locations, the blind in the triangle, the garden house and some other area he could not exactly recall. M. Eternicka commented that it is the proximity to homes and it seems like there should be a bigger gap. He further expressed concerns about monitoring the area as Milwaukee County Parks indicated they were short staffed and how can we be sure they will be monitoring the

areas marked. He commented that it seems inadequate to the risk involved with firing weapons in a residential and community walkway area. J. Chesney inquired if the County Parks would come in and address the Board. D. Besson indicated that they would and he will contact them to attend a future board meeting. I. Thomson inquired about the River Hills process and D. Besson reported that it was expensive to live trap but that they are still doing that there. M. Bennett asked that better maps and visuals be presented by the County when they are discussing their program with the Board.

- 4.0 **ADJOURNMENT – Motion** (Eternicka, Meleski) to adjourn at 8:00 p.m.; motion passes unanimously.

Submitted,

Sandra M. Kulik, Administrator

STATE OF WISCONSIN VILLAGE OF HALES CORNERS MILWAUKEE COUNTY

RESOLUTION NO. 25-XX

A RESOLUTION CONFIRMING MEMBER REAPPOINTMENTS TO THE LIBRARY BOARD, PLAN COMMISSION, COMMUNITY DEVELOPMENT AUTHORITY, BOARD OF REVIEW, HISTORIC PRESERVATION COMMITTEE AND BOARD OF ETHICS

WHEREAS, the Village President has submitted appointments for confirmation to the Village Board.

NOW, THEREFORE, BE IT RESOLVED that the Village Board of the Village of Hales Corners hereby confirms the following re-appointments as presented below:

Committee/Board/Commission	Person	Term Expiration
Library Board	Nancy Wilkes	May 31, 2028
	John Just	May 31, 2028
	Lori Komas	May 31, 2028
Plan Commission	Chris Stipe	April 30, 2028
	Pasquale Fedele	April 30, 2028
	Nicole Brody	April 30, 2028
Community Development Authority	Roy Stollenwerk	January 31, 2029
	John Just	January 31, 2029
Board of Review	Nicole Brody	April 30, 2030
Historic Preservation Committee	Al Strekow	April 30, 2028
	Jim Bruening	April 30, 2028
Board of Ethics	Carl Rynders	June 30, 2028

PASSED AND ADOPTED this _____th day of April, 2025.

Daniel J. Besson, Village President

Sandra M. Kulik, Village Administrator/Clerk

Memo

To: Village Board
From: Sandy Kulik, Village Administrator
Date: April 4, 2025
Re: Agenda Item : 3.3 Meeting conflicts

The second BOT in May would fall on 5/26 and the Village Offices are closed for the Memorial Holiday. Other May meetings are: COW May 5, May 12 is a short Board of Review virtual to adjourn to a later day as the assessment role is not yet complete, and May 12th would be the BOT. May 19 is the Plan Commission.

Do you want to have a meeting on May 27 of the BOT?

July COW is 7/7. I'll be out at that time. GFOA Conference is 6/29 to 7/2 and I planned to take a few extra days to see my sons.

Do you want to move COW to 7/14 and have the only July BOT on Jul 28?

STATE OF WISCONSIN VILLAGE OF HALES CORNERS MILWAUKEE COUNTY

RESOLUTION NO. 25 -XX

A RESOLUTION AUTHORIZING CERTAIN OFFICIALS TO EXECUTE AN
AGREEMENT WITH THE STATE OF WISCONSIN FOR THE PROVISION OF
IMMUNIZATION SERVICES THROUGH THE WISCONSIN VACCINES FOR ADULTS
PROGRAM

WHEREAS, the Village of Hales Corners Health Officer has been accepted for the State of Wisconsin Vaccines for Adult program.

WHEREAS, the Hales Corners Health Department wishes to assist in providing these service for residents and businesses in Hales Corners; and

WHEREAS, the Hales Corners Health Department is required to sign Vaccines for Adults provider agreement for the provision of immunization services to eligible residents of Hales Corners Health Department,

WHEREAS, the State of Wisconsin provides all vaccine supplies for this program these services will not have an impact on the tax levy. Health Department staff hours for vaccine administration will be paid from Immunization Grant funds in such amounts as the respective current wage.

WHEREAS, the Village Board having reviewed such proposed immunization services understanding and having determined that it is necessary and in the public interest.

NOW, THEREFORE, BE IT RESOLVED, by the Village Board of the Village of Hales Corners, Wisconsin, that the Vaccine for Adult program agreement for the provision of immunization services, in the form and content as annexed hereto, be and the same is hereby approved.

BE IT FURTHER RESOLVED, that the Village Health Officer and the Village Administrator be and the same are hereby authorized to execute and deliver the aforesaid Agreement.

PASSED AND ADOPTED this _____th day of _____, 2025

Daniel Besson, Village President

(VILLAGE SEAL)

Sandra Kulik, Village Administrator/Clerk

VACCINES FOR ADULTS (VFA) PROVIDER AGREEMENT

Please return the completed form to:
Division of Public Health, Wisconsin Immunization Program
By email at DHSVFA@wisconsin.gov
Or by fax at (608) 267-9493

FACILITY INFORMATION

Facility Name Hales Corners Health Department			
Street Address 5551 South 108th Street			
City Hales Corners	County Milwaukee	State Wisconsin	ZIP Code 53130
Phone Number (include area code) 414-529-6155	Fax Number (include area code) 414-529-6157	State of WI Supplier ID, if known	
Mailing Address (if different than street address) 5635 South New Berlin			
City Hales Corners	County Milwaukee	State Wisconsin	ZIP Code 53130

MEDICAL DIRECTOR OR AUTHORIZED DESIGNEE INFORMATION

Instructions: Under Wisconsin state law the signee of this provider agreement must be a practitioner authorized to administer vaccines, who will be held accountable for compliance by the entire organization, and its VFA providers to comply with the responsibilities outlined in this provider agreement.

The individual listed below **must** sign the provider agreement.

Medical Director – Name Jillian Theobald		Title MD	Specialty Emergency Medicine
License Number 64253-20	Medicaid or NPI Number 1750606968	Employer Identification No. (optional)	
Authorized Designee – Name (if applicable)		Title	Specialty
License Number	Medicaid or NPI Number	Employer Identification Number	

VFA VACCINE COORDINATOR INFORMATION

Primary Vaccine Coordinator – Name Shawna Gabriel	Phone Number 414-529-6155	Email sgabriel@halescornerswi.org
VFA/VFC Annual Training completed?	☒ Yes ☐ No	Type of Training Completed on-line
Back-up Vaccine Coordinator – Name Kelly Davidson	Phone Number 414-529-6155	Email kdavidson@halescornerswi.org
VFA/VFC Annual Training completed?	☒ Yes ☐ No	Type of Training Completed on-line

PROVIDER AGREEMENT

To receive publicly funded vaccines at no cost, I agree to the following conditions, on behalf of myself and all the practitioners, nurses, and others associated with the health care facility of which I am the medical director or equivalent.

1.	I will screen patients and document eligibility status at each immunization encounter and administer publicly purchased vaccines in accordance with the Immunization Policy and Procedures and only to adults who are at least 19 years of age and meet one of the following categories: a. Uninsured: A person who does not have health insurance. b. Underinsured: A person who has health insurance, but the insurance does not include any vaccines; a person whose insurance covers only selected vaccines; a person whose insurance does not provide first-dollar coverage for vaccines.
2.	I will comply with immunization schedules, dosages, and contraindications that are established by the Advisory Committee on Immunization Practices (ACIP) except: a. In the provider's medical judgment, and in accordance with accepted medical practice, the provider deems such compliance to be medically inappropriate for the recipient. b. The particular requirements contradict state law, including laws pertaining to religious and other exemptions.
3.	I will maintain all records related to the VFA program for a minimum of three years and upon request make these records available for review. VFA records include, but are not limited to, VFA screening and eligibility documentation, billing records, medical records that verify receipt of vaccine, vaccine ordering records, and vaccine purchase and accountability records.
4.	I will not charge the patient an administration fee for VFA administered vaccine or for the cost of the vaccine.
5.	I will distribute the current Vaccine Information Statements (VIS) each time a vaccine is administered and maintain records in accordance with the National Vaccine Injury Compensation Program (NVICP), which includes reporting clinically significant adverse events to the Vaccine Adverse Event Reporting System (VAERS) COVID vaccines are covered under the Countermeasures Injury Compensation Program (CICP).
6.	I will comply with the requirements for vaccine management including: a. Ordering vaccine and maintaining appropriate vaccine inventories b. Not storing vaccine in dormitory-style units at any time c. Storing vaccine under proper storage conditions at all times. Refrigerator and freezer vaccine storage units and temperature monitoring equipment and practices must meet Wisconsin Immunization Program storage and handling requirements. d. If boxes need to be split, vaccine must be stored in an amber type bag with the bag clearly marked with the vaccine type, lot number, expiration date and the NDC number from the box. e. Returning all spoiled/expired public vaccines to CDC's centralized vaccine distributor within six-month of spoilage/expiration
7.	I agree to operate within the VFA program in a manner intended to avoid fraud and abuse. Consistent with "fraud" and "abuse" as defined in the Medicaid regulations at 42 CFR § 455.2. Fraud: is an intentional deception or misrepresentation made by a person with the knowledge that the deception could result in some unauthorized benefit to him or some other person. It includes any act that constitutes fraud under applicable federal or state law. Abuse: provider practices that are inconsistent with sound fiscal, business, or medical practices and result in an unnecessary cost to the Medicaid program, (and/or including actions that result in an unnecessary cost to the immunization program, a health insurance company, or a patient); or in reimbursement for services that are not medically necessary or that fail to meet professionally recognized standards for health care. It also includes recipient practices that result in unnecessary cost to the Medicaid program.

8.	I will participate in VFA program compliance site visit, including unannounced visits, and other educational opportunities associated with program requirements.
9.	I agree to replace vaccine purchased with federal funds (317) that are deemed non-viable due to provider negligence on a dose-for-dose basis.
10.	I agree to order vaccines through the Wisconsin Immunization Registry (or as directed by the Immunization Program), provide doses administered data by dose level to the Wisconsin Immunization Registry, and accept all vaccine transactions via the Wisconsin Immunization Registry and maintain inventory on hand within the Wisconsin Immunization Registry. Vaccines should be ordered under "adult".
11.	I understand this facility or the Wisconsin Immunization Program may terminate this agreement at anytime. If I choose to terminate this agreement, I will properly return any unused state provided vaccine as directed by the Wisconsin Immunization Program.
12.	I understand that data loggers are required and will be used in all refrigerators/freezers that contain state-supplied vaccine. Temperatures must be taken and documented daily with minimum and maximum temperatures recorded once a day in the morning. Data loggers should be cleared at the time of the morning reading. Data Loggers must be reviewed weekly and downloaded weekly or monthly.
13.	I understand that I must have at least one back-up data logger available for use in case a primary data logger breaks or malfunctions. I understand that it is best practice that the back-up data logger's expiration date is different than the primary data logger currently in use.

By signing below, I certify that I am authorized to sign on behalf of myself, all immunization providers in this facility, and this health care facility. I have read and understand the requirements above.

MEDICAL DIRECTOR OR AUTHORIZED DESIGNEE (if applicable)

SIGNATURE – Medical Director	Date Signed
Jillian Theobald Digitally signed by Jillian Theobald Date: 2025.02.06 11:03:10 -06'00'	2.6.25
Print Name of Medical Director	

SIGNATURE – Authorized Designee (if applicable)	Date Signed
Print Name of Authorized Designee	

PROVIDER PROFILE

All health care providers participating in Vaccines for Adults (VFA) must complete this form annually or more frequently if the number of adults served changes during the calendar year. VFA specialty providers may only order COVID-19 and influenza vaccine.

Date (mm/dd/yyyy)	Provider Identification No (VFA or VFC PIN)

FACILITY INFORMATION

Provider Name

Facility Name

Hales Corners Health Department

Vaccine Delivery Address

5551 South 108th

City

Hales Corners

State

Wisconsin

ZIP Code

53130

Phone Number (include area code)

414-529-6155

Email

hchealth@halescornerswi.org

FACILITY TYPE (select facility type)☐ **Private Facilities**☐ Private Hospital☐ Private Practice (solo/group/HMO)☐ Private Practice (solo/groups as agent for FQHC/RHC-deputized)☒ Community Health Center☐ Pharmacy☐ Other: _____☐ **Public Facilities**☒ Public Health Department Clinic☐ FQHC/RHC (Community/Migrant/Rural)☐ Community Health Center☐ Tribal/Indian Health Services Clinic☐ Women, Infants, and Children☐ Other: _____☐ STD/HIV☐ Family Planning☐ Correctional Facility☐ Drug Treatment Facility☐ Migrant Health Facility☐ Refugee Health Facility**VFA VACCINES OFFERED** (select the vaccine(s) that will be administered)

* VFA specialty providers may only order COVID-19 and influenza vaccine.

☐ COVID-19*☒ Influenza*☐ Hepatitis A/B (Twinrix)☐ HPV☐ Hepatitis A☐ Hepatitis B☐ Meningococcal Conjugate☐ MMR☐ Pneumococcal Conjugate☐ Pneumococcal Polysaccharide☐ Polio☐ RSV (only pregnant persons)☐ Td☐ Tdap☐ Varicella

Return to: Division of Public Health, Wisconsin Immunization Program,

By email at DHSVFA@wisconsin.gov

Or by fax at (608) 267-9493



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Hales Corners Health Department

3.4.2

MEMO

To: Hales Corners Village Trustees
From: Shawna Gabriel
Date: April 2nd, 2025
Subject: Updated

Hales Corners Health Department respectfully requests an increase in the State Administrative Fees to cover higher costs. The updated reimbursement amounts for license year 2025-2026 is 13% of the state license fees.

Business license renewals are sent out in May for 2025-2026 and the new fee changes should be included.

Shawna Gabriel
Health Officer

2025 Hales Corners Health Department Fee Schedule

Category	Annual Fee	Late Fee	Pre- Inspection Fee	State Administrative Fee	Second & Subsequent Re-Inspection Fee
Retail Food Serving Meals (Restaurant) (Same fees apply for Mobile/Base)					
Prepackaged TCS	120	25	130	20	100
Simple	255	85	320	30	100
Moderate	365	85	470	50	100
Complex	595	85	770	80	100
Additional Area	120	0	0	0	100
Transient Retail Food (Temporary)	180	0	0	0	100
Retail Food Not Serving Meals (Retail) (Same fees apply to Mobile/Base)					
Pre-packaged TCS foods	50	9	45	15	90
Simple (final food is non TCS)	70	12	100	20	90
Simple (TCS)	210	38	150	20	190
Moderate	300	53	200	50	190
Complex	760	137	445	100	450
Micro Market 1/building	50	0	0	0	0
Micro Market 2 or more/building	75	0	0	0	0
<i>Schools- per facility:</i>					
Annual Food Service Inspection Fee (DPI schools providing their own food service)	150				
<i>Bed & Breakfast Establishment</i>	125	85	300	15	100
<i>Swimming Pools</i>					
Swimming Pool	200	85	150	40	100
Wading Pool	200	85	150	40	100
Whirlpool	200	85	150	40	100
<i>Tattoo & Body Piercing Establishments</i>	DSPS				
Tattoo	140	85	240	30	100
Body Piercing	140	85	240	30	100
Tattoo/Body Piercing Combination	225	85	375	40	100
Temporary Tattoo	140	0	0	15	100
Temporary Body Piercing	140	0	0	15	100
Combined Temporary	225	0	0	30	100

2023 Hales Corners Health Department Fee Schedule

Category	Annual Fee	Late Fee	Pre- Inspection Fee	State Administrative Fee	Second & Subsequent Re-Inspection Fee
Retail Food Serving Meals (Restaurant) (Same fees apply for Mobile/Base)					
Prepackaged TCS	120	25	130	15	100
Simple	255	85	320	30	100
Moderate	365	85	470	40	100
Complex	595	85	770	60	100
Additional Area	120	0	0	0	100
Transient Retail Food (Temporary)	180	0	0	0	100
Retail Food Not Serving Meals (Retail) (Same fees apply to Mobile/Base)					
Pre-packaged TCS foods	50	9	45	55	90
Simple (final food is non TCS)	70	12	100	80	90
Simple (TCS)	210	38	150	25	190
Moderate	300	53	200	30	190
Complex	760	137	445	80	450
Micro Market 1/building	50	0	0	0	0
Micro Market 2 or more/building	75	0	0	0	0
<i>Schools- per facility:</i>					
Annual Food Service Inspection Fee (DPI schools providing their own food service)	150				
<i>Bed & Breakfast Establishment</i>	125	85	300	15	100
<i>Swimming Pools</i>					
Swimming Pool	200	85	150	20	100
Wading Pool	200	85	150	20	100
Whirlpool	200	85	150	20	100
<i>Tattoo & Body Piercing Establishments</i>	DSPS				
Tattoo	140	85	240	15	100
Body Piercing	140	85	240	15	100
Tattoo/Body Piercing Combination	225	85	375	25	100
Temporary Tattoo	140	0	0	15	100
Temporary Body Piercing	140	0	0	15	100
Combined Temporary	225	0	0	25	100

Memo

To: Village Board
From: Sandy Kulik, Village Administrator
Date: April 4, 2025
Re: Agenda Item : 3.4.3 Stericycle

The Health Officer will report at the meeting.

Memo

To: Village Board
From: Sandy Kulik, Village Administrator
Date: April 4, 2025
Re: Agenda Item : 3.4.4 Grant Funding

The Health Officer and I will report at the meeting.



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Hales Corners Health Department

3.45

MEMO

To: Hales Corners Village Trustees
From: Shawna Gabriel
Date: February 28th, 2025
Subject: Updated job descriptions

Hales Corners Health Department respectfully requests a review and approval of the attached updated job descriptions to ensure compliance with Health Department Level II requirements.

Please see attached documents.

Shawna Gabriel
Health Officer

NOTE: Please refer to page 13 in attached 140 review document

DHS 140 Review

Possible Discussion Questions

Grouped by level

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Introduction

Local health departments (LHDs) perform a valuable service to the people of Wisconsin by administering and providing public health services and expertise. Wisconsin Stat. ch. 251, Wis. Admin. Code ch. DHS 140, in conjunction with other applicable Wisconsin state statutes and administrative code constitute the knowledge, expertise, and services required of LHDs to operate in the state.

Preparing for the discussion

A LHD may find the following suggestions helpful to prepare for the on-site visit discussion.

- Read state statute and rule text related to public health.
 - Suggested Wisconsin Statutes
 - Wisconsin Stat. ch. 251 Local health officials
 - Wisconsin Stat. ch. 252 Communicable diseases
 - Wisconsin Stat. ch. 253 Maternal and child health
 - Wisconsin Stat. ch. 254 Environmental health
 - Wisconsin Stat. ch. 255 Chronic disease and injuries
 - Suggested Wisconsin Administrative Codes
 - Wisconsin Admin. Code ch. DHS 139 Qualifications of public health professionals employed by local health departments
 - Wisconsin Admin. Code ch. DHS 140 Required services of local health departments

Leadership and organizational competencies¹⁴

Performance management¹⁵ and quality improvement¹⁶

Level II

Describe what performance management and quality improvement activities the LHD is currently engaged in (Wis. Admin. Code § DHS 140.05(1)(c) and (d)).

- Describe future plans to enhance these efforts.
- Describe barriers to implementation.
- Describe training available to staff.

Workforce development

Level II

- Demonstrate that the LHD has included core public health competencies and credentialing requirements in all department job descriptions (Wis. Admin. Code § DHS 140.05(1)(b)1.). Is this prohibited by local governing body?
- Describe how the LHD assesses staff core public health competencies in order to identify department training needs at least every two (2) years (Wis. Admin. Code § DHS 140.05(1)(b)2.). **Note:** Administrative Code requires core public health competency assessments every two years.
- Describe how performance evaluations and personal development plans are completed (Wis. Admin. Code § DHS 140.05(1)(b)3.). If not conducted annually, is this prohibited by the local governing body?
Note: Administrative code requires annual performance evaluations unless prohibited by the local governing body.

¹⁴ Leadership and organizational competencies is defined as leading internal and external stakeholders to consensus and action, with a particular focus on advancing health equity in communities. These competencies include leadership and governance, health equity, information technology services including privacy and security, human resources, financial management, legal services, and analysis.

¹⁵ Performance management is defined as a systematic process which helps an organization achieve its mission and strategic goals by improving effectiveness, empowering employees, and streamlining decision making.

¹⁶ Quality improvement is defined as the utilization of a deliberate and defined improvement process which is focused on activities responsive to community needs for improving population

From: Beck, Sharon K - DHS1 <sharonk.beck@dhs.wisconsin.gov>
Sent: Wednesday, October 23, 2024 3:30 PM
To: Shawna Gabriel <sgabriel@halescornerswi.org>
Cc: Collie, Matthew M - DHS <Matthew.Collie@dhs.wisconsin.gov>
Subject: Hales Corners 2025 DHS 140 Review Date

Health Officer Gabriel-

We would like to offer you the date of **Tuesday November 4, 2025** to conduct your 2025 DHS 140 Review. Please **confirm this review date still works** for you.

Thank you for providing your availability. We were able to coordinate a schedule that honored the requests of all 19 local health departments due for a review in 2025. If you and your staff have become unavailable on this date, please contact us so that we can find a time that works.

Review Level

Under what health department level (I, II, or III) would you like the health department reviewed? This information will help the review team prepare.

Check-in Meeting

Within the next couple of weeks you will receive a meeting invite (30 min) for approximately three months before your scheduled review date. At this check-in meeting we will discuss the review process, confirm LHD documentation (see next section), and answer your questions. Feel free to propose an alternative date and time for the meeting and we can reschedule if conflicts develop later.

If you would like to meet and discuss sooner, provide reply with a couple of 30 minute times that work for you and we will adjust our schedules.

LHD Documentation

While the DHS 140 Review is a discussion there is documentation the DHS 140 review team will review beforehand. DHS may already have collected this documentation through our day-to-day work with you and the Hales Corners Health Department. At the check-in meeting, we will confirm with you what DHS already has collected and then request what is still needed. You do **NOT** have to do anything at this time.

- Annual reports
- Board of Health meets quarterly

- Community Health Assessment (aka Community Health Needs Assessment)
- Community Health Improvement Plan
- Local Health Officer meets qualifications

Level II and III departments may require more documentation.

This documentation will cover the time since your health department's last review date of March 2020. If there is any other documentation you think would be beneficial for the DHS 140 review team to review before the site visit (strategic plan, QI plan, etc.) we will provide you the information to do so at the check-in meeting. Your health department is **NOT REQUIRED** to submit more than the bullet points above. Again, you do **NOT** have to do anything at this time.

Site Visit

On November 4, 2025 we will come visit your LHJ. The review discussion will be scheduled for three hours. Attached is a list of discussion questions we'll ask during the review. It will also be available on the [DHS 140 SharePoint site](#) after November 15, 2024. The discussion questions have been updated to include clearer language, additional definitions, and notes. On the SharePoint site you will also find a site for [Hales Corners Health Department](#) which contains past review documentation. If you do not have access to the SharePoint site please reply with your WILMS ID# and we'll ensure you get access.

If you have any questions, please contact [Sharon Beck](#), (608-266-8001), or [Matthew Collic](#), (608-354-7932).

Regards,

Sharon "Shari" Beck, RN BSN

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Public Health Nurse

Department: Health

Job Status: Full Time

Reports To: Health Officer

HALES CORNERS HEALTH DEPARTMENT

MISSION

To create an environment dedicated to optimizing health and well-being of all members of the community through services based on education, promotion, prevention, and preparedness.

VISION

To improve and protect the health of the community, assure optimum health and wellness, prevent disease, injury and disability, and prepare for new health threats. The Hales Corners Health Department (HCHD) strongly supports health equity principles and is committed to provide people what they need to be healthy.

JOB SUMMARY

The full-time Public Health Nurse is responsible for carrying out the core functions and essential services of public health nursing to prevent disease and protect and promote the health of our community.

The Public Health Nurse may be occasionally required to work on an evening or weekend and could be required to report for duty in a public health emergency. Normal business hours are Monday through Friday 8am to 5pm.

ESSENTIAL FUNCTIONS

Public Health Nurses carry out the core functions, competencies and essential services of public health using knowledge from nursing, social and public health sciences to protect and promote the health of populations. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed within are representative of the knowledge, skill and/or ability required, in relation to the public health core competencies. Reasonable accommodations may be made to enable individuals with disability to perform essential functions.

Public Health Competency I: Data Analytics and Assessment Skills

- Monitor health trends and identify health issues within a community through data collection and analysis

Public Health Competency II: Policy Development and Program Planning Skills

- Participates in community health assessment and the development of community health improvement plan
- Build partnerships with community organizations, stakeholders and individuals to address health concerns.
- Collaborates on environmental health and human health hazard situations
- Create, advocate for, and enforce evidence-based public health policies

Public Health Competency III: Communication Skills

- Documents all public health nursing activities
- Disseminate accurate health information to the public
- Educate the public about current and emerging health issues

Public Health Competency IV: Health Equity Skills

- Integrate equity into policies, programs, and services
- Foster collaboration and shared understanding of social determinants of health
- Assist in building staff capacity to address structural inequities

Public Health Competency V: Community Partnerships Skills

- Coordinates public health nursing care with other health care providers and allied health personnel
- Coordinates volunteers in health department activities

Public Health Competency VI: Public Health Science Skills

- Provides general public health nursing care for individuals and families through home, office, or telephone visits utilizing the nursing process
- Provides screening, referral and follow-up for identifying health needs
- Counsel, prepare, and administer medications and immunizations according to department policy.

Public Health Competency VII: Management and Finance Skills

- Ensure compliance with standards
- Maintain and participate in performance management systems
- Foster a culture of quality improvement within the department

Public Health Competency VIII: Leadership and Systems Thinking Skills

- Coordinates assigned public health programs, grant activities, and portions of the community health improvement plan
- Participates in staff development programs and ongoing education to maintain an up-to-date knowledge of public health issues and current nursing practices
- Lead and coordinate emergency preparedness, response, and recovery, ensuring community resilience and continuity of operations.

QUALIFICATIONS

An individual must be able to perform duties and responsibilities satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Certification/Licensure/Experience Requirements

- Bachelor of Science Degree in Nursing or other accreditation as indicated in DHS 139.09 with current licensure as a Registered Nurse in the State of Wisconsin.

- Previous public health nursing experience, preferred.
- CPR/AED certification desirable
- Valid driver's license or access to reliable personal transportation or equivalent, required.
- National Incident Management-FEMA-ICS 100, 200, 300 and NIMS 700, 800 certificates (within 6 months of hire), required.

Essential Knowledge and Skills

- Knowledge of foundation of public health service areas including communicable disease, emergency preparedness, maternal, child and family health, chronic disease and injury prevention, environmental health, access to and linkages with care.
- Knowledge of public health legal environment, statutes and administrative rules associated with the provision of public health services.

Computer Skills

- Proficient in the use of the internet, word processing, spreadsheets, and email.
- Ability to use standard office equipment, i.e., personal computers and related software.
- Ability to participate in virtual communication via various platforms.

Language Skills

- Effective interpersonal and verbal/written communication skills.
- Ability to read, analyze and interpret common scientific, technical and trade journals and legal documents.
- Ability to understand, interpret and explain public health laws, rules and regulations.
- Ability to respond to common inquiries or complaints from clients, regulatory agencies or citizens.
- Ability to effectively present information to top management, public groups and citizens.
- Ability to establish and maintain effective working relationships with other staff, the public, community groups and state, regional, and national public health partners.

Mathematical Skills

- Ability to read and understand statistical materials.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to calculate figures and amounts.
- Compiling health statistics,
- Purchasing of materials and budgeting for departmental matters

Reasoning Ability

- Ability to define problems, collect data, establish facts and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions and deal with several abstract and concrete variables.
- Ability to work under pressure and handle multiple and changing prioritize projects and time.
- Ability to function independently and make decisions/problem solve based on public health regulations and requirements.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision and distance vision.

Work Environment

The work environment characteristics are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to contagious diseases and to toxic or caustic chemicals and outside weather conditions. The noise level in the work environment is usually quiet.

Equipment Used

General medical equipment, such as stethoscope, sphygmomanometer, otoscope, audiometer, first aid equipment, syringes, bandages, etc; computer, copy machine, telephone, fax machine, cell phone.

Salary and Benefits

Wages and benefits are determined by the existing Non-Represented Resolution.

Supervisory Responsibilities

This position has no supervisory responsibilities

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

AAP/EEO Statement

It is the policy of the Village of Hales Corners not to discriminate unlawfully against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, disability, national origin, creed, marital status, citizenship status, veteran status, membership in the military or national guard, use of a lawful product while off duty, ancestry, sexual orientation, arrest, or conviction record or any other characteristic protected by state or federal law. This policy shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or other compensation; and selection for training, including apprenticeship. This village further agrees to take affirmative action to ensure equal employment opportunities.

Public Health Officer/Director

Department: Health

Job Status: Full Time

Reports To: Village Administrator

HALES CORNERS HEALTH DEPARTMENT

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VISION

To improve and protect the health of the community, assure optimum health and wellness, prevent disease, injury and disability, and prepare for new health threats. The Hales Corners Health Department (HCHD) strongly supports health equity principles and is committed to provide people what they need to be healthy.

JOB SUMMARY

The full-time Public Health Officer is responsible for overseeing a comprehensive public health program serving all age groups in the community. Work programs focus on the provision of direct public health nursing services, environmental protection, prevention of disease, health education and wellness programs, and school liaison and nursing services. Supervision is exercised over subordinate professional and clerical personnel. Work is performed with wide latitude under the general direction of the Village Administrator and is reviewed as to results obtained.

The Public Health Officer may be occasionally required to work on an evening or weekend and could be required to report for duty in a public health emergency. Normal business hours are Monday through Friday 8am to 5pm.

ESSENTIAL FUNCTIONS

The Health Officer oversees the Village of Hales Corners Health Department. The Department functions as a Local Health Department (LHD) under the Wisconsin Administrative Code, Chapter DHS 140. Hales Corners Health Department provides programs related to communicable disease, immunizations, maternal child health, environmental health; community data collection, trending, and surveillance; health assessment, planning, quality improvement, and health education programs; chronic disease prevention; emergency preparedness; and regulation, inspection and licensing.

The requirements listed within are representative of the knowledge, skill and/or ability required, in relation to the public health core competencies. Reasonable accommodations may be made to enable individuals with disability to perform essential functions.

Public Health Competency I: Data Analytics and Assessment Skills

- Oversees the inspection of food establishments and the collection of food establishment license fees
- Maintains records and prepares reports; develops reporting systems; ensures that proper reports are submitted to the State; accesses and analyzes vital records and vital statistics.

- Responsible for communicable disease prevention, reporting, investigation, education, control, enforcement, and quarantine; other diseases (food-vector-water-borne), outbreaks and epidemics, biologic or terrorist threats, according to state statute and CDC guidelines
- Directs the investigation of potential and actual exposure to human health hazards and enforces local and state ordinance
- Supervises the State Agent Health Programs (DHS, DATCP), nuisance, human health hazard, and animal control investigations/inspections to assure sanitary conditions

Public Health Competency II: Policy Development and Program Planning Skills

- Implements and interprets state and federal public health policies; develops policies for the Village; recommends policy and program alternatives to the Board of Health; keeps current on newly-developed public health policies, procedures, and guidelines as developed by the State and in the field of public health administration Plans, organizes, and implements a variety of public health programs; evaluates the effectiveness of such programs
- Responds to public health emergencies according to local, regional, and state preparedness plans

Public Health Competency III: Communication Skills

- Responds to questions, concerns, and requests for information and service from community members; receives, screens, and acts upon referrals for public health and environmental services
- Disseminate accurate health information to the public and educate the public about current and emerging health issues

Public Health Competency IV: Health Equity Skills

- Maintains a safe work environment for employees; develops standards and procedures for safe work practices; instructs employees on safe work practices; serves on Employee Safety Committee; develops and implements employee wellness programs
- Supervises employees; consults with them regarding services and programs provided; interviews and recommends personnel for appointment; trains subordinates; monitors and evaluates their performance
- Integrate equity into policies, programs, and services, foster collaboration and shared understanding of systemic health determinants, and build staff capacity to address structural inequities

Public Health Competency V: Community Partnerships Skills

- Consults with other health departments and agencies, as well as with the Village's Medical Advisor; attends regional and state meetings and in-service training programs; serves on related committees; serves on the Board of Health

- Coordinates and administers the volunteer program.
- Provides effective and efficient customer services and promotes and maintains responsive community relations.

Public Health Competency VI: Public Health Science Skills

- Investigates, controls, and prevents communicable disease; enforces state and local public health statutes, rules, and ordinances.

Public Health Competency VII: Management and Finance Skills

- Prepares departmental budget; monitors expenditures; approves purchasing for departmental needs
- Appoints all necessary personnel, assures that they meet appropriate qualifications and exercises supervisory control over all subordinate personnel. Any public health nurses, sanitarians, and social workers hired for the LHD shall meet any qualification requirements established in rules promulgated by the department

Public Health Competency VIII: Leadership and Systems Thinking Skills

- Administers the LHD in accordance with State Statutes and Rules (Ch. 251.05), including public, environmental, and administrative divisions.
- Plans, organizes, and implements a variety of public health programs; evaluates the effectiveness of such programs.

QUALIFICATIONS

An individual must be able to perform duties and responsibilities satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Certification/Licensure/Experience Requirements

- At least 3 years of experience in a Local Health Department and a bachelor's degree from an accredited nursing program OR a bachelor's degree in public health, environmental health, or a related field.
- Previous public health experience, preferred
- CPR/AED certification desirable
- Valid driver's license or access to reliable personal transportation or equivalent, required.
- National Incident Management-FEMA-ICS 100, 200, and NIMS 700, 800 certificates (within 6 months of hire), required.

Essential Knowledge and Skills

- Knowledge of foundation of public health service areas including communicable disease, emergency preparedness, maternal, child and family health, chronic disease and injury prevention, environmental health, access to and linkages with care.
- Knowledge of public health legal environment, statutes and administrative rules associated with the provision of public health services.

Computer Skills

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Equipment Used

General medical equipment, such as stethoscope, sphygmomanometer, otoscope, audiometer, first aid equipment, syringes, bandages, etc; computer, copy machine, telephone, fax machine, cell phone.

Salary and Benefits

Wages and benefits are determined by the existing Non-Represented Resolution.

Supervisory Responsibilities

This position supervises all employees at Hales Corners Public Health Department.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

AAP/EEO Statement

It is the policy of the Village of Hales Corners not to discriminate unlawfully against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, disability, national origin, creed, marital status, citizenship status, veteran status, membership in the military or national guard, use of a lawful product while off duty, ancestry, sexual orientation, arrest, or conviction record or any other characteristic protected by state or federal law. This policy shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or other compensation; and selection for training, including apprenticeship. This village further agrees to take affirmative action to ensure equal employment opportunities.