



# City of Appleton

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

## Meeting Agenda - Final Board of Health

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Wednesday, July 12, 2023

7:00 AM

Council Chambers, 6th Floor

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1. Call meeting to order
2. Pledge of Allegiance
3. Roll call of membership
4. Approval of minutes from previous meeting

[23-0812](#) June 2023 Meeting Minutes

**Attachments:** [06.14.23 BoardOfHealth MeetingMinutes.pdf](#)

### 5. Public Hearing/Apearances

### 6. Action Items

[23-0815](#) Changes to the Table of Organization for Health and Community and Economic Development

**Attachments:** [2023.07.5 HealthTOChange 0.pdf](#)

[TableOrganizationHealthDepartment7.5.23.pdf](#)

[CommunityHealthSupervisor JobDescription.pdf](#)

[TableOrganizationCommEconDevDept7.5.23.pdf](#)

[CoordinatedEntrySpecialist JobDescription.pdf](#)

### 7. Information Items

[23-0813](#) July Newsletter

**Attachments:** [July 2023 Newsletter 0.pdf](#)

[23-0814](#) Dangerous Animal Declaration

**Attachments:** [06.21.23 DangerousAnimalDeclaration Rivermay.pdf](#)

[23-0816](#) New Noise Variances

**Attachments:** [NoiseVariances BoH July.pdf](#)

## 8. 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.*

*\*We are currently experiencing intermittent issues/outages with our audio/video equipment. Meeting live streams and recordings are operational but unreliable at times. This is due to delays in receiving necessary system hardware components. We continue to look for solutions in the interim and we hope to have these issues resolved soon.*



# City of Appleton

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## Meeting Minutes - Final Board of Health

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Wednesday, June 14, 2023

7:00 AM

Council Chambers, 6th Floor

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1. Call meeting to order

*Chair Spears calls the meeting to order at 7:00am.*

*In attendance:*

*Health Officer, Dr. Charles Sepers*

*Deputy Health Officer, Sonja Jensen*

*Robert Ring, DO; Mosaic Family Health*

*Max Buncek, MD; Mosaic Family Health*

2. Pledge of Allegiance

*The Pledge of Allegiance led by Chair Spears.*

3. Roll call of membership

*Emma Kane arrived at 7:03am.*

**Present:** 8 - Spears, Fuchs, Werth, Vogel, Kane, Alderperson Meltzer, Alderperson Jones and Mayor Woodford

4. Approval of minutes from previous meeting

[23-0671](#)

May 2023 Meeting Minutes

**Attachments:** [05.10.23\\_BoardofHealth\\_MeetingMinutes.pdf](#)

*Werth moved, seconded by Alderperson Meltzer, that the Minutes be approved. Voice Vote. Motion Carried.*

**approved**

**Aye:** 8 - Spears, Fuchs, Werth, Vogel, Kane, Alderperson Meltzer, Alderperson Jones and Mayor Woodford

5. **Public Hearing/Appearances**

*None.*

6. **Action Items**

*None.*

## 7. Information Items

[23-0673](#)

Q1 Report

**Attachments:** [Q1BOH.pdf](#)

*Speaker: Dr. Charles Sepers, Health Officer and Sonja Jensen, Deputy Health Officer*

[23-0672](#)

June Newsletter

**Attachments:** [June 2023 Newsletter 0.pdf](#)

*Speaker: Dr. Charles Sepers, Health Officer and Emma Kane*

[23-0675](#)

New Noise Variances

**Attachments:** [NoiseVariances\\_BoH\\_June.pdf](#)

*Speaker: Dr. Charles Sepers, Health Officer*

[23-0674](#)

Prohibited Animal Declaration

**Attachments:** [ProhibitedAnimalDeclaration\\_SashaGhost.pdf](#)

*Speaker: Dr. Charles Sepers, Health Officer*

## 8. Adjournment

*A motion was made by Lee Marie Vogel, seconded by Alderperson Vered Meltzer, that the meeting be adjourned at 7:30am. The motion carried by the following vote:*  
**approved**

**Aye:** 8 - Spears, Fuchs, Werth, Vogel, Kane, Alderperson Meltzer, Alderperson Jones and Mayor Woodford



**APPLETON  
HEALTH DEPARTMENT**

**ADDRESS**

100 N APPLETON STREET  
APPLETON, WI 54911-4799

**PHONE**

920.832.6429

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July 6, 2023

To: City of Appleton Board of Health  
City of Appleton Human Resources and Information Technology Committee

From: Charles E. Sepers, Jr., Ph.D., M.P.H., Health Officer/Director, Health  
Kara J. Homan, AICP, Director, Community and Economic Development

Subject: Changes to the Table of Organization for Health and Community and Economic Development

Working to measure and improve the health and wellbeing of the population is one of the most important roles local health departments serve. Community health, is a general focus of local health departments to prevent the onset of disease by addressing the social determinants of health, develop strategies for health promotion, and work collaboratively with community partners to measure the health of the community and develop strategies for addressing critical needs. This role is so vital, that it is identified within the Wisconsin State statute as a requirement for all local health departments in the State.

Additionally, the capacity for conducting robust and statutorily required Community Health Assessments and Community Health Improvements has remained limited. In the past, this critical work has been conducted by public health nursing and administrative staff with competing priorities (e.g., addressing communicable disease) and limited capacity (e.g., a majority of nursing staff are part time). In the most recent compliance audit conducted by the Wisconsin Department of Health Services, the lack of a dedicated community health division within the Appleton Health Department was identified as a clear need in the report. Serving as the Community Health Strategist and diminished capacity for articulating health inequities and inequalities were two specific areas identified in the report that require additional focus by the Appleton Health Department toward the work of community health.

The Coordinated Entry System is a process that matches the most vulnerable homeless residents with available and appropriate housing resources. HUD's primary goals for coordinated entry processes are that assistance be allocated as effectively as possible and that it be easily accessible no matter where or how people present. The Coordinated Entry Specialist is currently housed within the Department of Community and Economic Development. This work, which addresses issues related to the social determinant of health around housing, intersects almost completely with the Appleton Health and Police Departments.

To address these critical needs, we request the creation of a dedicated community health division within the Appleton Health Department through the modification of the Health Table of Organization. Specifically, we request the following changes to the Appleton Health Department Table of Organization:

- Creation of a new Community Health Supervisor position at 1.0 FTE. This position will report to the Health Officer.
- Move the Coordinated Entry Specialist position under the supervision of the Community Health Supervisor. Additionally, this position will be physically located within the Appleton Police Department's Community Resource Unit to increase collaboration efficiency within the coordinated entry system.



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The advantages of these changes include:

- Better adherence to Wisconsin Department of Health Services statute 140 compliance, as identified within the latest site visit report.
- Increased capacity to perform activities related to community health.
  - Surveillance: Routinely collecting, analyzing, and interpreting data on health conditions, risks, and resources.
  - Planning and Implementation: Designing and executing health programs to meet local health needs and reduce disparities.
  - Collaboration: Coordinating with healthcare providers, community organizations, and government agencies for integrated health initiatives.
  - Education and Advocacy: Promoting health education and advocating for health policies that address local health issues.
- Integration of Coordinated Entry into a social determinants of health framework, rather than an economic development framework.

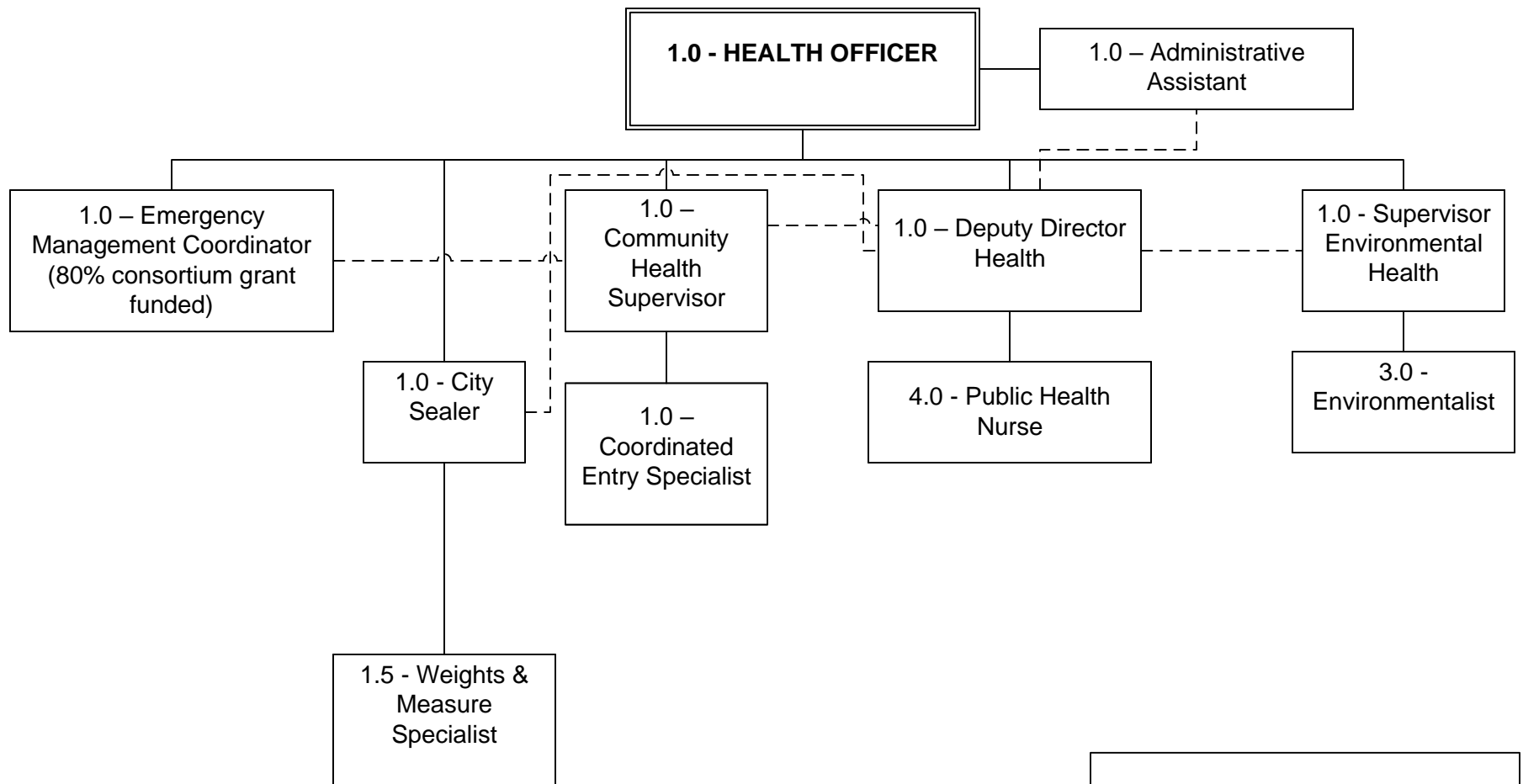
Financial impact:

- The Community Health Supervisor position is currently funded through 2026 using new, external funding. Additional revenue will be sought over the next three years to offset this expenditure and permanently fund this position.
- The Coordinated Entry Specialist would continue to use external funding already secured.

Respectfully submitted by,

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

Kara J. Homan, AICP



DRAFT 7/05/2023



# Community Health Supervisor

Class Code:

Bargaining Unit: Non-Union Exempt

CITY OF APPLETON  
Revision Date: May 10, 2023

## SALARY RANGE

Hourly  
Annually

## NATURE OF WORK:

This is a professional position that develops and guides direct service personnel and/or personnel who support policy, systems, and environmental change in the community. Monitors individual and team efficiency and effectiveness and community needs; makes programmatic and organizational changes as needed. Collaborates closely with staff, community partners, and other administrative team members to set and achieve programmatic and organizational goals. Provides support, training, coordination, alignment, consultation, and supervision to assigned staff, the broader department, and with community partners if any Appleton Health Department staff are placed with them. As part of the Health Department leadership team, contributes to departmental planning, public health preparedness, communications, community health assessment and improvement, performance management, quality improvement, and assurance of the efficient use of resources for the delivery of the highest level of programs and services to advance the health of our communities. Reports to Public Health Officer. Supervises staff that could include, but are not limited to Community Intake Specialist, Community Social Worker, Community Health Worker, Community Health Educator, and Public Health Nurse.

## JOB FUNCTIONS:

### ESSENTIAL JOB FUNCTIONS

#### Data Analytics and Assessment Skills

- Assesses customer and community needs and designs systems to seek customer and community input and guidance; evaluates programs and strategies within context of community assessment and available resources and recommends changes; leads quality improvement efforts within program area.
- Ability to perform and/or assure data analysis and management and to implement decisions based on such data and overseeing the execution of these decisions.
- Ability to utilize a variety of reference, descriptive, and/or advisory data and information such as medical, patient, and health records and reports; community action plans; staff activity reports, monthly fiscal reports; agendas; grant reports, performance contracts and appraisals; program work plans; budgets; standard operating/policy and equipment manuals; medical and professional texts and literature; census tract maps/data; city maps; state/federal statutes, administrative codes, procedures, and guidelines; Requests for Proposals; Public Health Information Network; plus non-routine correspondence.

#### Policy Development and Program Planning Skills

- Writes and updates internal policies and procedures; assists with policy development within the City government and the community.
- Ensures program compliance with federal, state, and agency statutes, codes, standards, and policies and procedures.
- Ensures that appropriate records and documentation are completed and kept confidential, as needed, to meet service, ethical, and legal standards in accordance with statutes, codes, regulations, standards, policies, and procedures.



- Participates in improving agency performance, processes, programs, and interventions through continuous quality improvement.

#### Communication Skills

- Presents public health information to the community and local, state, and national public health officials and groups; communicates public health stories to the media (print, digital, social) as assigned.
- Consults with other program team staff and leaders and community partners to develop their skills in partnership, collaboration, and grant proposal preparation.
- Builds relationships with community agencies and members who are committed to improving the health of the community. Serves as a member and possible facilitator of local collaborative groups and participates as a member of local and state public health committees.
- Strong written and verbal communication skills including listening skills.

#### Health Equity Skills

- Delivers targeted, culturally appropriate information to help individuals and groups understand health promotion and disease prevention information, policies, regulations, and local code.
- Ability to establish and maintain effective working relationships with employees, community leaders, general public, other city departments, agencies and state officials and work with persons with varying levels of education, understanding, and values in a culturally sensitive manner, particularly those organizations serving traditionally marginalized communities.
- Development of thorough knowledge of community partner agencies and resources.

#### Public Health Science Skills

- Assures key data is collected within programmatic area; monitors and analyzes health data obtained from other sources (i.e. morbidity/mortality data, birth & death data, etc.); participates in community assessments to help determine needs of population and work with governmental and community partners to help fill gaps; prepares data for annual report, state reports, grant reports, and outcome monitoring; maintains departmental databases as assigned.
- Comprehensive knowledge of public health standards, practices, programs, statutes, rules, regulations, and codes.
- General knowledge of epidemiology, statistical analysis, disease prevention, universal precautions and infection control, blood borne pathogens, respiratory protection, health promotion, behavioral change, group process, community/organizational development theory and techniques.

#### Management and Finance Skills

- Works with Health Officer and fiscal staff to prepare grant and programmatic budgets; purchases materials and reviews and approves expenditures.
- Prepares and monitors contracts and contracted services to support programmatic and departmental goals.
- Ensures adequate staffing and appropriate workloads are maintained; makes adjustments in consultation with staff team and departmental leadership as needed.
- Prepares grant proposals and monitors secured grants (data collection, written reports, program implementation, and fiscal planning/management). Searches for federal, state, and local funds to support new and ongoing initiatives.
- Collaborates with leadership team to establish annual departmental priorities and goals, assuring departmental resources are used appropriately to achieve the priorities and goals, and to identify key program performance indicators, measure them over time, and analyze them for suggested changes.

#### Leadership and Systems Thinking Skills

- Organizes, distributes, and delegates work to divisional staff in an equitable manner. Provides clear and appropriate direction to division staff as well as training and coaching. Ensures staff have the resources and flexibility to perform, improve, and learn in their jobs. Motivates, mentors, and effectively communicates with staff. Provides appropriate and timely performance evaluations for division staff.
- Leads staff in establishing annual team goals and action plans; links staff and division work to departmental vision and values and identified community needs; meets individually with team members to link performance to team goals and action plans and support, guide, and align work across the division, the department, and the community; leads and facilitates staff meetings and work groups.

- Ability to apply principles of influence systems such as supervision, managing, leading, teaching, directing, planning, coordinating and controlling. Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution.
- Ability to manage and direct a group of workers, including the ability to provide counseling and mediation. Ability to persuade, convince, and train others. Ability to advise and interpret regarding the application of policies, procedures and standards to specific situations.

#### Direct Service Skills

- Assumes responsibility for own professional growth and development by pursuing education, participating in professional committees and workgroups, and contributing to a work environment where continual improvements in practice are pursued.
- Reports to work as called in 24/7 in a public health crisis or emergency and performs public health emergency response duties as assigned and consistent with training provided.
- Adheres to Occupational Safety and Health Administration standards, such as those concerning exposure to blood borne pathogens, toxic substances, airborne pathogens or exposure to other hazards during routine assignments or assignments during public health crisis or emergency.
- Participates in public health emergency response training and drills.
- Ability to apply time-management skills, exercise independent judgment, and prioritize workload.
- Ability to work under limited supervision.
- Performs other related duties as may be assigned.

## **REQUIREMENTS OF WORK:**

- Degree in Public Health, Epidemiology, Health Education, Nursing, Environmental Health, Public Health Administration, or closely related field; plus, three years of professional work experience within a local or state health department, non-profit, or other service organization; or equivalent combination of closely related education and experience that provides equivalent necessary knowledge, skill, and abilities. Master's degree preferred.
- Prior experience in supporting community-based collaborative processes and coordinating diverse groups of people towards a common goal.
- Prior experience working with disparate populations and community coalitions, particularly those representing traditionally marginalized communities.
- Prior management/supervision experience preferred.
- Possess and maintain a valid Wisconsin driver's license.

## **PHYSICAL REQUIREMENTS:**

- Ability to perform most work from a sedentary position.
- Ability to function in situations encountered in a normal office setting.
- Ability to use standard office equipment including telephone, computer, printer, photocopier, and scanner.
- Ability to travel to other City departments and locations.
- Engage in the following movements: climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, lifting, fingering, grasping. Feeling and writing and repetitive motions.
- Ability to work in adverse weather conditions, and uncomfortable indoor environments during a public health crisis or emergency. Work performed in the community is sometimes subject to conditions that range from inclement weather to dangerous conditions such as ice/snow, cold, heat, noise, wetness/humidity, vibration, sudden temperature changes, and poor illumination at the job site or due to travel on the job. Travel to and from field locations may subject worker to increased risk of driving hazards. Community locations may subject worker to communicable diseases, insects and other disease vectors, toxins, hazardous materials, chemicals and animals.
- Exert up to 30 pounds of force occasionally, and negligible amount of force constantly to move objects.
- Hearing ability sufficient enough to communicate with others effectively in person and over the phone.

- Visual ability must be sufficient enough to read typewritten documents, computer screen and drive a car.
- Employees may occasionally need to relate to members of the public who exhibit challenging, atypical or hostile behaviors and/or communication.

May need to transfer the above physical requirements to the format listed below:

**JOB ANALYSIS REQUIREMENTS**

JOB TITLE: Public Health Nurse

REVISED DATE: December 2010

REVIEW DATE: August 2011

N = Never

O = Occasionally: 1 to 33% of the time on job

F = Frequently: 34 to 66% of the time on job

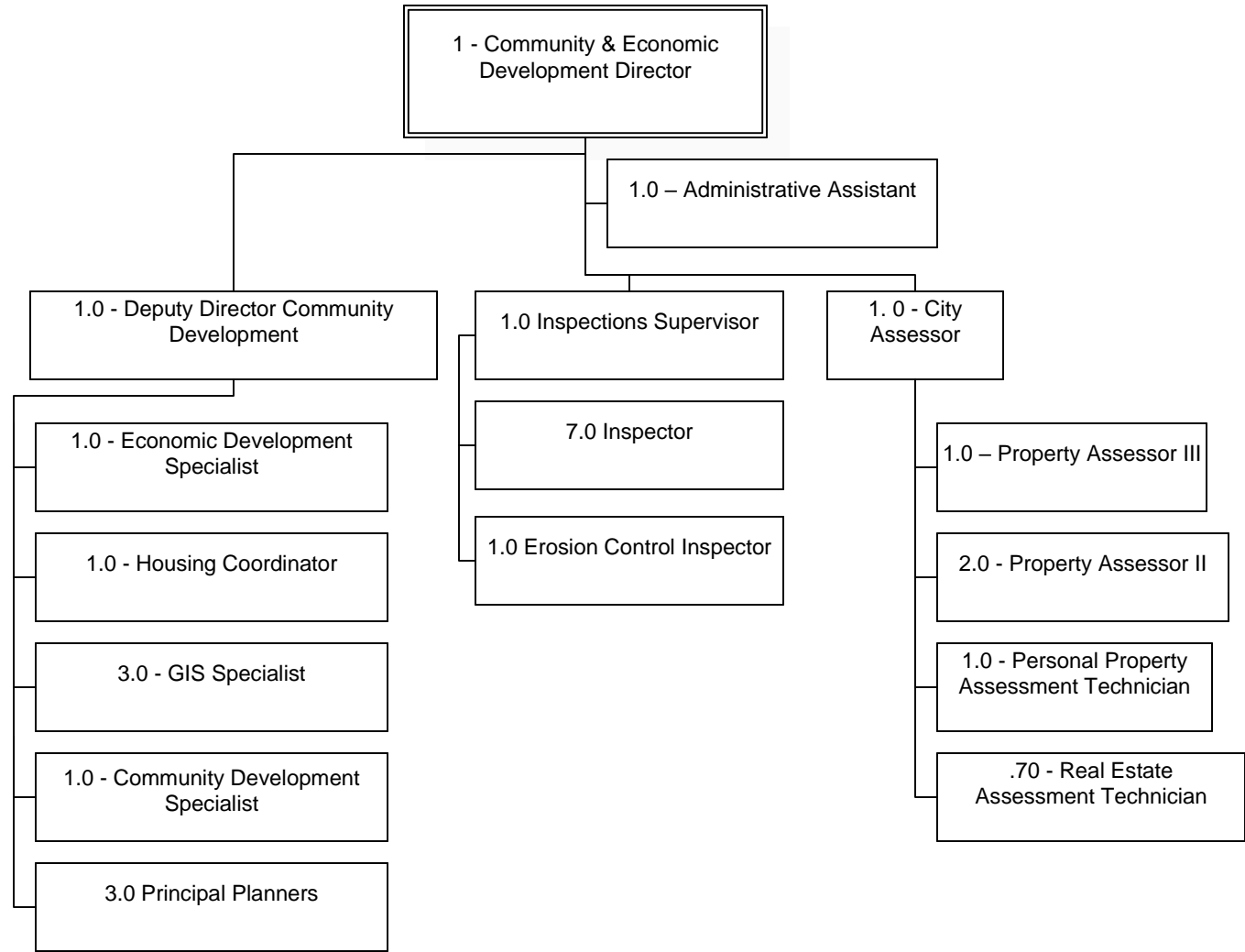
C = Constantly: More than 67% of the time on job

**A. PHYSICAL DEMANDS**

	N	O	F	C
1. Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Walking	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. Lifting: Light - max. 10 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5. Lifting: Moderate - max. 25 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. Lifting: Heavy to moderate - max 45 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Lifting: Heavy - max. 65 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Carrying est. wt.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Pushing est. wt.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Pulling est. wt. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Pulling hand over hand	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Climbing stairs	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
13. Climbing: use of legs and arms	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Balancing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
15. Stooping	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
16. Kneeling	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
17. Repeated bending	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
18. Crawling	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
19. Reaching: <input type="checkbox"/> high <input type="checkbox"/> low <input type="checkbox"/> level	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
20. Repetitive finger movement	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
21. May use hands for grasping	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
22. May use hands for manipulation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
23. May use hands for twisting of wrist	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
24. May use hands for flex/ext. of wrist	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
25. May use hands for reaching	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
26. May use hands for overhead work	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
27. Repetitive twisting or pressure involving wrists or hands	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
28. Both hands required	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
29. Both legs required	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
30. Ability of rapid mental/muscular coordination simultaneously	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
31. Oral communication: speaks clearly in <input type="checkbox"/> Spanish <input checked="" type="checkbox"/> English <input type="checkbox"/> Hmong <input type="checkbox"/> Other: Bilingual help	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
32. Hearing-conversation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
33. Intense visual concentration	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
34. Specific visual requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
35. Depth perception	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
36. Color vision: Distinguish basic shades	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
37. Color vision: Distinguish basic colors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
38. Operation of crane, truck or motor vehicle	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
39. Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**B. WORKING CONDITIONS**

	N	O	F	C
1. Outside	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Alternating between Outside and Inside	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Heat between 90 - 100 degrees	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Heat over 100 degrees	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Cold below 55 degrees	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5. Temperature changes: <input type="checkbox"/> excessive <input type="checkbox"/> frequent	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. Wetness	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Dry atmospheric conditions	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Confined spaces	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Heights (list maximum: 30ft)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Constant noise above 85 decibels	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Intermittent noise above 85 decibels	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Vibration	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Fumes: <input type="checkbox"/> Irritant <input type="checkbox"/> Toxic	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Dust: More than nuisance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Gases: Types:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Chemicals: Types: cleaning	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Grease and oils: Types:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Working with machinery with moving parts	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. Working with moving vehicles	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. Working with ladders/scaffolding	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21. Working below ground	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22. Working with hands in water	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23. Working alone	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
24. Work intensity: <input type="checkbox"/> sedentary <input type="checkbox"/> light <input type="checkbox"/> light/medium <input checked="" type="checkbox"/> medium <input type="checkbox"/> heavy Hours/day: 8 Days/week: 4 Days/week: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



## **Coordinated Entry Specialist**

### ***Job Description***

**Job Summary:** In an effort to end homelessness in the Fox Cities, the Coordinated Entry Specialist oversees the coordinated entry system for the Fox Cities Coalition covering the Calumet, Outagamie, and northern Winnebago counties. The work involves helping clients who are homeless or at risk of homelessness navigate the coordinated entry system, coordinating service delivery, managing the priority list to determine which clients have the highest priority for services, provide outreach services to target those clients least likely to ask for assistance, and help to expedite the process of placing clients in safe, sustainable housing.

**General Statement of Duties:** The Coordinated Entry Specialist will assume the role of the Fox Cities Coalition Coordinated Entry Lead and oversees the Coordinated Entry system for the Fox Cities Housing Coalition; ensures the accurate and up to date prioritization of clients on the prioritization lists; and coordinates service delivery for people who are homeless or at risk of homelessness.

### **Essential Functions:**

1. Frequently interact with people with diverse racial, cultural, and economic backgrounds, gender identity, and sexual identity and treat all community members with dignity and respect.
2. Assess the needs of client who are homeless or at risk of homelessness by administering the VI-SPDAT assessments, intake and referrals. Conduct follow up assessments every 30 days with households referred to the prioritization lists.
3. Run and review Coordinated Entry Priority List Reports in HMIS for accuracy on minimum weekly, sometimes daily, basis.
4. Work with all agencies in the Fox Cities coalition to ensure that all missing or incorrect data is accurate in HMIS prior to project enrollment off of the prioritization list. Provide training and technical assistance to all agencies and staff participating in the Coordinated Entry system. Monitor compliance with Coordinated Entry and provide support, when needed.
5. Utilize the WISP and the Non-WISP Priority lists to ensure the highest prioritized clients are served first as established in the WIBOSCOC Coordinated Entry Policies and Procedures.
6. Assist clients with gathering basic documentation required for housing
7. Attend and lead Coordinated Entry Case Conference meetings with all Fox Cities Coordinated Entry Providers.
8. Work with homeless service providers, Law enforcement, Adult Crisis, and Emergency Shelters to continuously updated and implement the Fox Cities Afterhours Plan and ensure all stakeholders are aware of the afterhours plan.

9. Assists with the continued development, coordination, and implementation of a Coordinated Entry System for the Fox Cities coalition. Work with other service systems and initiatives, including veterans, correctional institutions, housing authorities, and human services to coordinate processes. Participate in the coordination of overall project development and implementation within the Fox Cities; assist in developing program modifications and innovations.
10. Attends all Coordinated Entry Lead trainings and ensures that all participating agency staff within the Fox Cities have completed the required trainings. Maintain copies of all annual agency agreements and staff agreements for the Coordinated Entry system.
11. Communicates information between the Wisconsin Balance of State Continuum of Care and the participating agencies in the Fox Cities Coalition.
12. Participate in required monthly WIBOSCOG CE-SSO meetings, as well as participate in WIBOSCOG subcommittees.
13. Maintain and update regularly information about local and regional homeless assistance programs, housing resources, and community-based mainstream resources, and provide referrals to these resources.
14. Provide information to participating agencies and staff about available affordable housing units, rental subsidies, and landlords in the Fox Cities.
15. Represent the City of Appleton at local collaborative meetings and community events, including organizing and leading the semi-annual Point in Time Count. Promote safe and affordable housing and community awareness of homelessness issues through participation in community activities and public presentations.
16. Work collaboratively with the City of Appleton's Community Development Specialist.
17. Work on other special projects, as assigned.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Must have a valid Wisconsin Driver's license. Must have access to an automobile. Must have liability insurance in force for the vehicle used for program business; or must have the ability to meet the transportation requirements of this position.

## **EDUCATION AND / OR EXPERIENCE**

- Bachelor's Degree in Human Services or related field, or Associate Degree and at least two years' experience working with people in poverty
- Must be knowledgeable concerning social service delivery system, human service agencies, and other resources available to the homeless
- Clarity (HMIS) licensure or the ability to become certified
- Experience in community collaboration and public speaking
- Must be able to demonstrate written and oral communication skills. Maintains computer skills sufficient for data gathering, documentation, and reporting

## **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 employees with disabilities to perform the essential functions.

<b>ACTIVITY</b>	<b>REGULARLY 70-100%</b>	<b>OCCASIONALLY 40-70%</b>	<b>SELDOM 10-40%</b>	<b>NEVER 0-10%</b>
<b>Standing</b>		x		
<b>Sitting</b>		x		
<b>Walking</b>		x		
<b>Lifting Waist to Over Head (Max 50 lbs)</b>			x	
<b>Lifting Floor to Waist (Max 50 lbs)</b>			x	
<b>Use of Hands and Fingers</b>	x			
<b>Talking</b>	x			
<b>Hearing/Listening</b>	x			
<b>Vision-Near/Far/Depth Perception</b>	x			

## **OTHER RESPONSIBILITIES**

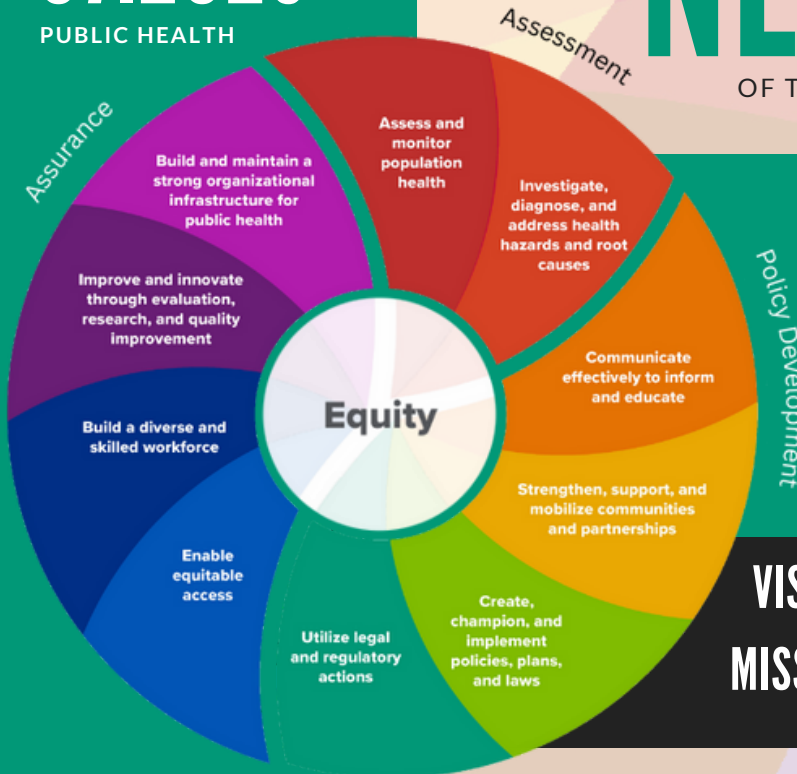
- Knowledge of federal, state and local fair housing laws
- Strong ability to develop and maintain cooperative working relationships
- Excellent written and oral communication skills
- Prepare monthly, quarterly and annual reports
- Attend meetings and training as required
- Other duties as assigned by the Supervisor

# 07.2023

PUBLIC HEALTH

# NEWSLETTER

OF THE APPLETON PUBLIC HEALTH DEPARTMENT



## IN THIS ISSUE:

Utilize legal and regulatory actions

Community Partner:  
Appleton Downtown Incs

Meet Steve

**VISION:** Health for all, together.

**MISSION:** Facilitate equitable community wellbeing through education, health promotion, and response to public health needs.

## 10 ESSENTIAL PUBLIC HEALTH SERVICES

The 10 Essential Public Health Services provide a framework for public health to protect and promote the health of all people in all communities. To achieve equity, the Essential Public Health Services actively promote policies, systems, and overall community conditions that enable optimal health for all and seek to remove systemic and structural barriers that have resulted in health inequities. Such barriers include poverty, racism, gender discrimination, ableism, and other forms of oppression. Everyone should have a fair and just opportunity to achieve optimal health and well-being.

Each month, the Appleton Health Department Newsletter will feature stories about how we are achieving each of the 10 Essential Public Health Services. This month, we will focus on Essential Public Health Service #6: Utilize legal and regulatory actions designed to improve and protect the public's health

## WHAT WE ARE DOING



Warm weather festivals and markets in Appleton are vibrant events that bring the community together. Gatherings offer a wide array of food options, all provided by licensed food vendors. The Appleton Health Department Environmental Health division plays a crucial role in ensuring the safety and well-being of festival-goers by inspecting and licensing food vendors and providing education to non-profit organizations serving food and beverages.

Appleton Health Department Inspectors are actively present during public events, working to educate food vendors and conduct inspections. Inspectors focus on safe food handling practices, hand hygiene, and temperature control education with retailers and non-profit volunteers. This proactive approach by the Appleton Health Department ensures that the community can enjoy the festive spirit without compromising on food safety. Residents attending Art in the Park, the Farmers Market, Mile of Music, Latino Fest, Octoberfest, and so many other events can do so with confidence, knowing that the health and safety of the community remains our top priority.



# COMMUNITY PARTNERS



## APPLETON DOWNTOWN INC.

Appleton Downtown Inc. (ADI) is a non-profit organization dedicated to promoting and enhancing the economic vitality and cultural vibrancy of downtown Appleton, Wisconsin. ADI collaborates with local businesses, property owners, and community partners to create a thriving downtown district through various initiatives such as marketing campaigns, events, and development projects. Their aim is to attract visitors, encourage business growth, and foster a sense of community in the downtown area. To ensure the well-being of the community, ADI actively collaborates with the local health department in their efforts to enforce and implement health-related and consumer protection laws and regulations.

By working together, ADI and the Appleton Health Department work to ensure that downtown businesses, events, and initiatives comply with health and safety regulations. This collaboration may involve providing guidance and resources to businesses on best practices, conducting inspections to ensure compliance, and fostering a culture of health and safety awareness in the downtown area.

ADI's collaboration with AHD establishes a strong framework for protecting the public's health at the Farmer's Market and other special events sponsored by ADI. This partnership contributes to the overall well-being of the community, creating an environment that is safe, clean, and conducive to the physical and mental health of residents and visitors. This allows Appleton Downtown Inc. to persist in their mission to make Downtown Appleton a vibrant and accessible destination for business, learning, living, and leisure!

## RESOURCES

[CDC-10 Essential Public Health Services -Full](#)

[Appleton Downtown Inc.](#)



## MEET STEVE



For the last 25 years Steve Kihl has been serving the City of Appleton in Environmental Health. Since becoming the Supervisor of the division in 2019 his focus has shifted from conducting inspections in the field to managing the Environmental Health program, which is responsible for the licensing and inspections of Appleton's food and recreation establishments.

Steve gets a lot of satisfaction when he can help an establishment operator or non-profit group have a food safety "light-bulb moment". The Environmental Health program's emphasis on safe food handling processes like hand hygiene, temperature control, and keeping ill workers home have the greatest impact on public health safety. Steve also supports other city departments when Environmental Health, animal control, and public works intersect.

When Steve is not at work he is warming the bench as a Badger Football season ticket holder and spending time with his wife Caryn and kids Hannah and Hayden.

## BOARD OF HEALTH

## CALENDAR

IN THE CITY OF APPLETON,  
OUTAGAMIE COUNTY,  
STATE OF WISCONSIN

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CITY OF APPLETON  
A Wisconsin Municipal Corporation

Petitioner,

v.

*Dylan Koehler and Emily Lane* as owner of: Rivermay: Female, Retriever, Black, L-, R+ North Heights Vet Clinic 2023

Respondent.

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**ORDER DECLARING ANIMAL DANGEROUS**


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As the owner and/or caretaker of *the above-named ANIMAL*, you are hereby notified that the City of Appleton has declared that *the above-named ANIMAL* AS dangerous pursuant to the City of Appleton's Municipal Code 3-131.

Because the animal has been declared dangerous, you are further notified that you must immediately comply with leashing, muzzling, and confinement requirements of City of Appleton Municipal Code Section 3-132. You must, within thirty (30) days, comply with all other requirements of City of Appleton Municipal Code Section 3-132 of the dangerous declaration.

This order remains in effect, even if appealed, until modified or withdrawn. This order is in effect for the lifetime of the animals.

**SO ORDERED on June 21<sup>st</sup> 2023**

  
Matthew Fillebrown, Certified Humane Officer  
Appleton Police Dept. City of Appleton, WI

I, Dylan Koehler (respondent's printed name), acknowledge receipt of this order and understand the contents of the order, including the time limits if I wish to appeal.

Signed: Dylan Koehler

Date: 6/21/23

**IMMEDIATE ACTION IS REQUIRED:**

Because your ANIMAL has been declared dangerous, you must comply with leashing, muzzling, and confinement requirements **IMMEDIATELY**, as set forth in City of Appleton Municipal Code Section 3-132. You must, **within thirty (30) days**, comply with all other requirements of City of Appleton Municipal Code Section 3-132 of the dangerous declaration. The pertinent section of the municipal code is attached to this document. This order is intended to protect against injurious results to human beings and domestic pets caused by unprovoked attacks by your animal.

**APPEAL RIGHTS ARE TIME-SENSITIVE:**

If you or any other owner or caretaker of the above-named animals wishes to contest the attached Order, **within 72 hours YOU MUST deliver to the Health Officer a written objection** to the order stating specific reasons for contesting the order. Failure to timely file an objection will result in your forfeiture of the right to appeal this Order.

The Health Deputy Director, Charles Sepers, with the City of Appleton Health Department can be reached at:

**Health Director - Dr. Charles Sepers**  
100 North Appleton Street  
Appleton, WI 54911  
*Phone: 920-832-6433*  
*Fax: 920-832-5853*  
*Email: Charles.Sepers@appleton.org*

I have enclosed copies of the City of Appleton Municipal Ordinances pertaining to this matter. Please review and comply with City of Appleton Municipal Code Section sections 3-1, 3-2, 3-131, 3-132, 3-133, and 3-134.

If you have any further question, please contact the City of Appleton Health Department.  
Sincerely,

**Matt Fillebrown**  
Lead CSO #9563 / Humane Officer  
Appleton Police Department

*Enclosures:*

Order  
City of Appleton Municipal Code Sections 3-1, 3-2, 3-131, 3-132, 3-133, 3-134

CC: CPT. Lewis- Appleton Police Department, ACA Zak Buruin - Appleton City Attorney's Office, and Charles Sepers - Health Department

*June 21<sup>st</sup> 2023*

*Dylan Koehler and Emily Lane*

**RE: DECLARATION AND ORDER OF DANGEROUS ANIMAL**

*Dear Dylan Koehler and Emily Lane*

Please let this letter and the attached order serve as your notice, that the City of Appleton's Humane Officer has formally declared your animal: Rivermay: Female, Retriever, Black, L-, R+ North Heights Vet Clinic 2023, pursuant to the City of Appleton Municipal Code, Section 3-131.

I have declared your ANIMAL as dangerous after conducting my investigation, which is summarized below:

**Incident # A23028935:** On 6/10/23 the Appleton Police Department was dispatched to 1021 W. Lorain for an Animal Bite incident involving a Black lab, later identified as Rivermay. This incident involved Rivermay attacking a human. This attack was found to be unprovoked. Injuries received from this attack needed 7 stitches to close the wound. A citation was issued for unprovoked animal attack.

**Incident # A23021904:** On 5/7/23 the Appleton Police Department was dispatched to 1021 W. Lorain in regards for a black lab, later identified as Rivermay, leaving its property and acting aggressively towards another human and their animals on their property. The investigation determined that this was an act of being at large and animal molestation, for which tickets were issued.

**Incident # A22006541:** On 2/11/2022 the Appleton Police Department was dispatched to 1021 W. Lorain for an animal that was at large and acting aggressively by barking and baring its teeth towards another dog. The investigation determined that this was an incident of Animal Molestation. A ticket was issued for Rivermay's actions.

**Incident # A21039937:** On 9/28/21 the Appleton Police Department was dispatched to 1021 W. Lorain for an animal attack vs another dog. The investigation showed that Rivermay left her property and attacked another dog, drawing blood. This attack was investigated and found to be an unprovoked attack. A citation was issued for Animal at Large and Unprovoked attack.

Due to Rivermay's unprovoked attacks vs humans and animals that caused bodily harm and Rivermay having a known propensity of aggression towards domestic pets it has been determined that Rivermay: Female, Retriever, Black, L-, R+ North Heights Vet Clinic 2023, is being declared as Dangerous Animals for the City of Appleton.

# Approved Noise Variances 2023

Revised 7/6/23

Saturday, July 15, 2023	6:00pm-11:00pm	1206 E. Woodland Avenue	Private Party	Live Music	James Buck	(920) 224-3936	7/6/2023
Saturday, August 19, 2023	10:00am-10:00pm	222 East Fremont Street	Sacred Heart Parish Fest	Amplified Music/Sound	Dave Erickson/ Mark VandenLinden	(920) 739-7287/ (920) 419-5002	7/6/2023
Sunday, August 20, 2023	10:00am-10:00pm	222 East Fremont Street	Sacred Heart Parish Fest	Amplified Music/Sound	Dave Erickson/ Mark VandenLinden	(920) 739-7287/ (920) 419-5002	7/6/2023
Monday, August 21, 2023	10:00am-3:00pm	222 East Fremont Street	Sacred Heart Parish Fest	Amplified Music/Sound	Dave Erickson/ Mark VandenLinden	(920) 739-7287/ (920) 419-5002	7/6/2023
Friday, September 29, 2023	3pm-9:30pm	Houdini Plaza, 100 W Lawrence Street	License to Cruise®	Live Music	Aimee Herrick	920.740.9309	7/6/2023
Sunday, September 10, 2023	11:00am-4:00pm	1025 N Badger Avenue	Summer Sendoff	Live Music	Reginald Desamour	(920) 702-7009	7/6/2023
Friday, September 29, 2023	4:00pm-10:00pm	1025 N Badger Avenue	Octoberfest Pre-Party	Live Music	Reginald Desamour	(920) 702-7009	7/6/2023
Saturday, July 15, 2023	4:00pm-9:00pm	1025 N Badger Avenue	Dancehall DJ	Amplified Music/Sound	Reginald Desamour	(920) 702-7009	7/6/2023
Sunday, September 17, 2023	1:00pm-4:00pm	Erb Park, 1800 N Morrison Street	International Peace Day	Amplified Music/Sound	John Polakowski	(920) 427-7776	7/6/2023
Friday, October 6, 2023	5:30pm-6:30pm	Approved Event Route: Meade Pool to Appleton East High School	Appleton East Homecoming Parade	Amplified Music/Sound	Tim Zachow	(920) 832-6212	7/6/2023
Tuesday, September 12, 2023	5:00pm-9:00pm	Houdini Plaza, 100 W Lawrence Street	Rise Together Day 10 Year Anniversary	Amplified Music/Sound	Nadine Machlovech	(920) 382-9772	7/6/2023
Saturday, October 7, 2023	8:00am-12:00pm	Telulah Park, 1300 E Newberry Street	Making Strides Against Breast Cancer of the Fox Valley	Amplified Music/Sound	Megan Schreck	(920) 526-5232	7/6/2023