

WAUSHARA/ GREEN LAKE/ MARQUETTE ENVIRONMENTAL HEALTH CONSORTIUM

AGENT MEMORANDUM OF UNDERSTANDING

1. The Counties of Waushara, Green Lake and Marquette participate in an Environmental Consortium providing for ongoing Environmental Health and Agent services at their respective health departments. The consortia shall be titled the Tri-County Environmental Health Consortium.
2. The County of Waushara, as fiscal agent for the Food Safety and Recreational Licensing Program, will send out the annual renewals, collect fees, conduct annual inspections, re-inspections (as needed). Follow up on food or disease outbreaks associated with the agent establishments will be conducted by each respective county. The agent related fees collected from establishments by Waushara County will solely cover the costs associated with the agent program. The Master Fee Schedule is set by the Waushara County Board of Health to meet the revenue needs of the agent program and posted in each Health Department.
3. The County of Waushara will act as the fiscal agent for the consortium. Billing for non-agent expenses will be done yearly, based on actual expenses incurred for the fiscal year. The amount billed is directly related to the percentage each department contributes to the consortium. Billing is done on a quarterly basis. Any additional funding for the consortium from grants, special programming or foundations will be used according to established grant/program criteria and to meet the needs of the consortium members environmental health needs.
4. The Environmental Health personnel will be employees of Waushara County and will follow the county’s pay schedule and personnel policies.
5. Travel time for the Environmental Health personnel will follow Waushara County Policy.
6. Scheduling of Environmental personnel shall be flexible as needed. The time will be appropriated according to emergency and priority health risks to the public in Tri-County Environmental Health Consortium.
7. If it becomes necessary to utilize current public health department staff from any of the 3 counties, reimbursement will be arranged with each respective county.
8. The Tri-County Environmental Health Consortium will develop a joint Environmental Health documentation system to facilitate surveillance, monitoring and follow up for the agent program as well as nuisance complaints. The environmental health staff will meet routinely to assign and review work activities. A data system will be created to evaluate the program.
9. The Tri-County Environmental Health Consortium Health Officers will meet as needed for coordination purposes.
10. Disciplinary actions by each of the 3 Corporation Counsels/DAs will react in a uniform manner to uniform cases to provide for consistent enforcement. **i.e. forfeiture amounts**
11. This Memorandum of Understanding shall be reviewed annually and shall require a 6-month notice of intent to with draw from this agreement.

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Authorized Signature                      Date  
 Waushara County

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Authorized Signature                      Date  
 Green Lake County

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Authorized Signature                      Date  
 Marquette County