



Board of Health

Regular Meeting

335 South Broadway
De Pere, WI 54115
<http://www.de-pere.org>

Agenda

Monday, September 17, 2018

4:30 PM

De Pere City Hall Riverview Room

Pursuant to Wisconsin Statutes 19.84, Notice is hereby given to the public that a meeting of the **Board of Health** of the City of De Pere will be held on **September 17, 2018** at **4:30 PM** in the **De Pere City Hall Riverview Room, 335 S. Broadway, De Pere, WI 54115**.

1. Call to Order
2. Roll Call
3. Approval of 5-21-2018 meeting minutes
4. Review of Ordinance #18-17 Amending Section 106-2 De Pere Municipal Code Regarding Appeal/Review of License or Permit Denial and Suspension or Revocation of License
5. Review and Approval of Fee Structure Changes for Licensed Establishments
6. Review and Approval of Fee Structure for Weights and Measures Program
7. Review and Approval of Policy and Protocol Update - Permits and Licensing
8. Review and Approval of Protocol Update- Blood Pressure Screening
9. DRAFT 2019 Health Department Budget
10. DRAFT 2019 Board of Health Budget
11. Verbal comments on outcome of 140 review
12. Environmental Health Updates regarding Nuisance complaints/Health Hazards
13. Community Health Updates concerning staff trainings, community outreach, communicable disease
14. Discussion of Board of Health Meeting time
15. Public comment on Matters not on the Agenda
16. Future Agenda Items
17. Adjournment

Any person wishing to attend this meeting who, because of disability, requires special accommodations should contact the Clerk-Treasurer's office at 339-4050 by Noon, the previous day so that arrangements can be made.

Agenda Sent To:

Alderspersons
City Administrator
Mayor
Department Heads
TV, Newspapers & Radio Stations
Kress Family Library
De Pere Chamber of Commerce

City of De Pere, Wisconsin



Request For Board of Health Action

MEETING DATE: September 17, 2018
DEPARTMENT: Health Department
FROM: Deborah Armbruster
SUBJECT: Call to Order

City of De Pere, Wisconsin



Request For Board of Health Action

MEETING DATE: September 17, 2018
DEPARTMENT: Health Department
FROM: Deborah Armbruster
SUBJECT: Approval of 5-21-2018 meeting minutes

ATTACHMENTS:

- 5.21.2018 BOH Minutes - for approval (PDF)

**BOARD OF HEALTH MEETING
CITY OF DE PERE, WISCONSIN – May 21, 2018**

The Board of Health of the City of De Pere, Wisconsin met in regular session in the Riverview Conference room at City Hall, on Monday, May 21st at 5:20 p.m.

1. Call to Order

The meeting was called to order by Pat Finder-Stone at 5:20 pm.

2. Roll Call

Roll call was taken and the following members were present: Casey Nelson, Dr. Richard Erdman, Deborah Armbruster, Dale Schmit, Sara Lornson, Kelly Burke, and Pat Finder-Stone. Dr. Michael McHenry arrived at 5:23 pm. Dennis Hibray had been excused.

3. Approval of March 19, 2018 Meeting Minutes

Casey Nelson made a motion, seconded by Dr. Richard Erdman to approve the minutes of the March 19, 2018 Board of Health Meeting. Upon vote, motion passed unanimously.

4. Update from Emergency Preparedness Coordinator regarding contract with Brown County.

Debbie Armbruster explained that our Emergency Preparedness contract with Brown County changed January 1st to a more indirect contact, with the intention of Sara Lornson becoming independent for the city of De Pere. There is no current certification for an Emergency Preparedness coordinator.

Sara Lornson explained that she is transitioning into PHEP coordinator. She has been doing trainings and going to conferences. She just became certified in "Homeland Security Exercise and Evaluation Program" (HSEEP) which is not required but is highly recommended. Sara feels confident that she can be independent from Brown County at this time. De Pere is able to independently meet our contract objectives for our preparedness grant. Sara just received her certification to complete our After Action reports, so we are able to fully meet our grant objectives independently. Sara is working closely with Fire Chief Matzke on Preparedness. The Emergency management and Emergency preparedness teams are working together. Sara and the Chief have been updating our Emergency Operation Plan and making sure the department heads are aware of their roles. They participated in "Dark Sky" last week. Sara has also met with our State preparedness coordinator, who assured us that Sara has made the strides to become independent. Sara's role is to teach and make sure the plan is in place, but the emergency management personnel would manage an event if it took place. Sara is also working with the schools and Red Cross to update our current plans and make sure all our shelter sites are still in place. Sara and Chief will be doing tabletop exercises in Fall and then more functional exercises after that.

Attachment: 5.21.2018 BOH Minutes - for approval (7400 : Approval of 5-21-2018 meeting minutes)

We will always have the umbrella with Brown County for emergency management but our preparedness coordinator can be independent.

Dr. McHenry questioned how Brown County felt regarding De Pere becoming independent. Debbie Armbruster explained that Brown is aware that our intention is for Sara to take over. This would set them back \$3000 beginning in July, which wouldn't be too substantial. Our contract says either party can end the agreement with a 30 day notice. Casey Nelson made a motion to terminate our contract with Brown County as of July 1st. Dr. McHenry seconded the motion. Upon vote, the motion passed unanimously.

Sara Lornson reported that Dark Sky went well. It was not really a teaching exercise; so many participants are left with questions which will be followed up on next week at a meeting.

5. Consideration of Mental Health Outreach Initiative per Alderperson Nelson

Casey Nelson reported that he is working with Psychiatry residents and they are hoping to start their mental health outreach sessions in June, but it may be later due to the legal work between the city and the medical college. The Board of Health will back this initiative, and therefore the room fee at the community center will be free. The plan is to discuss one disease state per session. The format will be at least one psychiatry resident with Casey and will have a 15-20 minute background on the condition being discussed and then have an area resident who has the condition share their story and then follow up with questions and answers from the audience. This will be open to the public and is informational, not a therapy / treatment. Casey's goal is to make it easier for people to understand that it is alright to talk about these issues. Topics may include anxiety, depression, substance abuse, etc. There are 4 residents now and eventually there will be 16. The sessions will be open to all ages. The program may be marketed through the news outlets. The City has a communications specialist who can help by advertising in our newsletter. Pat Finder-Stone volunteers with the Drug Alliance and Alcohol and Drug group. She offered to provide Casey Nelson with the contact information for these groups. Dr. McHenry made a motion to support this Mental Health Outreach program. The motion was seconded by Dr. Erdman. Upon vote, the motion passed unanimously.

6. Review policy regarding Competency Assessment for Public Health Professionals Policy

Debbie Armbruster reported that we would like to have competencies within the job description to be hired initially and to stay educated after hired. This would be beyond the licensure requirements. This will strengthen our staff. The city has a responsibility to encourage our employees to better themselves. This would be a matter of accomplishments throughout the year, such as a certification. This is a tiered system based on position. Dr. Erdman signed off on the new policy.

7. Chapter 140 review (required every 5 years will be completed in September 2018)

Debbie Armbruster reported that as part of our 140 review we need to have a Board of Health orientation. Debbie requested a board member or two to help her with this. We need to do this to pass our 140 review. Dr. Michael McHenry offered to help Debbie with this. De Pere's 140 review will be Monday, September 10 from 1:00 pm – 3:30 pm. De Pere is not looking to move to a level three Health Department right now, but may be able to in the next 5 years.

8. Update on 202 N. Superior St. public health concern

Debbie Armbruster reported that this resident came in the office on a Friday afternoon without an appointment with her attorney. She met with detective Tom Schrank. Debbie was not here, but Judy Schmidt-Lehman was here and was called down to meet with them. There was verbal agreement that the resident would attempt to clean things up in 3 weeks' time. After 1.5 weeks, Debbie and Tom visited and the home was worse than previously. Tom was to go in again 1.5 weeks later to recheck. The resident wrote to Tom saying there was no verbal agreement made. Now legal needs to be involved because we feel the resident is not going to change anything. We will need to go to court and we will likely need to escort her out of the home. The locks may need to be changed. We are not sure where to take her after leaving the home, but will need to have this all planned before we remove her. The next step is Kate will go to legal and have a judge order her to leave the home.

9. Notification by Department of Public Health of increase in grant funding

Debbie Armbruster reported that we received an additional \$7500 for preparedness so we could go to various educational conferences. Sara and Debbie went to Atlanta with this money and it will cover our WPHA conference and Governor's conference. We also received \$3600 for Communicable Disease purposes. Erin was approved for the "Epi in Action" communicable disease training in Atlanta. This money will go toward her trip (tuition, food, lodging, salary).

10. Environmental Health updates regarding Nuisance complaints / Health Hazards / Micro Market licensing.

Dale Schmit reported that we have had 13 nuisance complaints so far in 2018. The three most recent complaints are:

1. **208 N Superior:** the daughter moved home with all her belongings in the garage and yard. In the yard there were strollers and kiddie pools, basketball hoop and indoor furniture. There was also an RV in the backyard sinking into the ground. Dale reported that they have been cleaning it up and the owner asked for an extension until after the large item pick-up in early June. Dale will recheck the property after that.

2. Noise complaint at De Pere cabinet on the west side: The filter system is causing noise. Dale Schmit took a reading to get a baseline. It was 43, which is low. Dale will wait to see if more complaints come in.

3. Compost on Ontario St.: The resident is starting a large compost pile with a worm farm. The size is 20' x 8' with concrete blocks. He plans to put a hoop house over it. The neighbors are complaining about the odor. Dale sent a note to our paralegal to see if we wanted to have regulations on this.

Dale reported that he has Weights & Measures training coming up and celebrate De Pere this weekend. The Asian Memorial festival is cancelled because the person running it did not have current insurance. Definitely De Pere states we will be having a Farmers Market this year.

Debbie Armbruster added that we received a notice from the state saying we could only charge a \$40 licensure fee for micro markets (prepackaged). The facilities have 1 refrigerator with prepackaged products, usually at an employer. The state is now dictating the fee on this, which may not even cover the cost of the inspection. We had no prior knowledge of this. We have 4 micro markets at this time.

11. Community Health Updates concerning staff training and community outreach

Debbie asked if there were any questions on our trainings and outreach for the last quarter (spreadsheets were included in the packet). No questions were asked. The CD report was also included in the packet.

13. Public Comment on Items not on the Agenda

Pat Finder-Stone asked if we were doing anything in De Pere regarding climate change (air and water). Dale responded that the DNR would be the authority looking over this. Our ordinance addresses your health and wellness on your property. It is more reactionary. The state or EPA agencies would be the ones to address the larger issues. Pat asked about microbeads in the water. Dale responded that he is unsure if any testing has been done in our areas as to what the levels are. The push is to eliminate the microbeads being put in products. Casey Nelson stated that a lot of cities have set up sustainability commissions to give advice to the common council and all city departments regarding environmental issues. Green Bay is currently trying to set one up and his hope it to get one going in De Pere in the future.

14. Future agenda items

No future agenda were discussed.

15. Adjournment

Upon motion by Casey Nelson, seconded by Dr. Michael McHenry, the Board of Health unanimously adjourned at 6:40 pm.

Respectfully Submitted,
Kelly Burke
Health Department Office Assistant

Attachment: 5.21.2018 BOH Minutes - for approval (7400 : Approval of 5-21-2018 meeting minutes)

City of De Pere, Wisconsin



Request For Board of Health Action

MEETING DATE: September 17, 2018

DEPARTMENT: Health Department

FROM: Deborah Armbruster

SUBJECT: Review of Ordinance #18-17 Amending Section 106-2 De Pere
Municipal Code Regarding Appeal/Review of License or Permit
Denial and Suspension or Revocation of License

ATTACHMENTS:

- ordinance #18-17 (PDF)

ORDINANCE #18-17

AMENDING SECTION 106-2 DE PERE MUNICIPAL CODE
REGARDING APPEAL/REVIEW OF LICENSE OR PERMIT DENIAL
AND SUSPENSION OR REVOCATION OF LICENSE

THE COMMON COUNCIL OF THE CITY OF DE PERE, WISCONSIN, DO ORDAIN
AS FOLLOWS:

SECTION 1: Section 106-2(g)(2), *Appeal/review of license permit denial*, is hereby
repealed and replaced with the following:

(2) The denied applicant may request in writing a review of the determination to deny the license or permit application. The appeal shall state the reasons the applicant believes the decision to deny the license or permit to be in error. Failure to do so shall result in an automatic affirmance of the denial without further action by the issuing city official or the hearing body. Except for a license applied for under §§106-4(a) or (b) of this chapter [weights and measures and DATCP/SPS], the hearing shall be held before the city's finance/personnel committee. Appeal of denial of a license applied for under §§106-4(a) or (b) of this chapter shall be heard by the board of health. All appeal hearings shall substantially comply with the provisions of Wis. Stats. § 68.11(2). Within 20 days after the hearing, the hearing body shall issue a written decision which shall affirm, reverse or modify the determination of the city official. This decision shall be a final decision. Judicial review of such decision shall be as provided in Wis. Stats. § 68.13.

SECTION 2: Sections 106-4(1)(2) and (3), *Suspension or revocation of license*, are
hereby repealed and replaced with the following:

(2) Requests for suspension or revocation of a license other than a license issued under §§106-4(a) or (b) of this chapter [weights and measures and DATCP/SPS] shall be made by the department head of the department issuing such license to the common council. Requests for a suspension or revocation of a license issued under §§106-4(a) or (b) of this chapter shall be made to the board of health.

(3) The suspension or revocation hearing shall substantially comply with the provisions of Wis. Stats. § 68.11. Judicial review of the decision on suspension or revocation shall be governed by Wis. Stats. § 68.13.

SECTION 3: All ordinances or parts of ordinances in conflict herewith are hereby
repealed.

SECTION 4: This ordinance shall take effect on and after passage and publication.

City of De Pere, Wisconsin



Request For Board of Health Action

MEETING DATE: September 17, 2018

DEPARTMENT: Health Department

FROM: Deborah Armbruster

SUBJECT: Review and Approval of Fee Structure Changes for Licensed Establishments

ATTACHMENTS:

- 2019-2020 Health Department Fee Listing (PDF)

**City of De Pere Health Department
Fee Schedule
2019/2020 License Year DHS/DATCP**

Type of Licensing	2018/2019 Total Fee	2% inc.	2019/2020 Total Fee
Department of Food Safety and Recreational Licensing (DFSRL)			
RESTAURANT/MOBILE RESTAURANT			
<i>See full schedule for specific types</i>			
Prepackaged	\$115.00	\$2.30	\$117.30
Low Complexity	\$411.00	\$8.22	\$419.22
Moderate Complexity	\$531.00	\$10.62	\$541.62
High Complexity	\$655.00	\$13.10	\$668.10
Additional area	\$75.00	\$1.50	\$76.50
Tavern	\$109.00	\$2.18	\$111.18
Additional bar area-tavern	\$30.00	\$0.60	\$30.60
Temporary Restaurant Permit	\$155.00	\$3.10	\$158.10
LODGING			
Hotel / Motel 5-30 Rooms	\$279.00	\$5.58	\$284.58
Hotel / Motel 31-99 Rooms	\$398.00	\$7.96	\$405.96
Hotel / Motel 100-199 Rooms	\$492.00	\$9.84	\$501.84
Hotel / Motel 200+ Rooms	\$576.00	\$11.52	\$587.52
Bed & Breakfast	\$129.00	\$2.58	\$131.58
Tourist Rooming House	\$106.00	\$2.12	\$108.12
SWIMMING POOLS			
Pool	\$345.00	\$6.90	\$351.90
Additional Pool	\$169.00	\$3.38	\$172.38
Water Attraction with up to 2 slides per basin	\$169.00	\$3.38	\$172.38
Additional Pool Slide or Water Slide	\$85.00	\$1.70	\$86.70
CAMPGROUNDS/SPECIAL EVENT CAMPGROUNDS			
1-25 Sites	\$177.00	\$3.54	\$180.54
26-50 Sites	\$218.00	\$4.36	\$222.36
51-99 Sites	\$249.00	\$4.98	\$253.98
100-199 Sites	\$287.00	\$5.74	\$292.74
Over 200 Sites	\$321.00	\$6.42	\$327.42
Recreational / Educational Camp	\$200.00	\$4.00	\$204.00
TATTOO / BODY PIERCING			
Tattoo Establishment	\$176.00	\$3.52	\$179.52
Body-Piercing Establishment	\$176.00	\$3.52	\$179.52
Combined Tattoo & Body Piercing Establishment	\$260.00	\$5.20	\$265.20
Temporary Tattoo Establishment	\$115.00	\$2.30	\$117.30
Temporary Body Piercing Establishment	\$115.00	\$2.30	\$117.30
Temporary Combined Tattoo/Body -Piercing Establishment	\$166.00	\$3.32	\$169.32
SCHOOLS			
Production Kitchen	\$242.00	\$4.84	\$246.84
Satellite kitchen	\$171.00	\$3.42	\$174.42

Attachment: 2019-2020 Health Department Fee Listing (7404 : Review and Approval of Fee Structure Changes for Licensed Establishments)

TYPE OF LICENSING			
DATCP/RETAIL FOOD			
Not Engaged in food processing-prepackaged	\$118.00	\$2.36	\$120.36
Process Non-potentially or potentially hazardous, sales less than \$25,000-low complexity	\$183.00	\$3.66	\$186.66
Process Non-Potentially Hazardous, sales of at least \$25,000-low complexity plus	\$394.00	\$7.88	\$401.88
Process Potentially Hazardous, sales of at least \$25,000 but less than \$1,000,000-moderate complexity	\$578.00	\$11.56	\$589.56
Process Potentially Hazardous, sales of at least \$1,000,000-high complexity	\$1,068.00	\$21.36	\$1,089.36
Temporary Retail Food Permit	\$155.00	\$3.10	\$158.10
FEES FOR DHS AND DATCP			
Inspection Fee	\$40.00	\$0.80	\$40.80
Operating without a License/Permit	\$150.00	\$3.00	\$153.00
Operating without a Certified Food Manager on Staff	\$150.00	\$3.00	\$153.00
Late Fee	\$150.00	\$3.00	\$153.00
Level 1 Pre-inspection for Prepackaged, Tourist Rooming House, & Bed and Breakfast licenses	\$125.00	\$2.50	\$127.50
Level 2 Pre-inspection for other license types	\$250.00	\$5.00	\$255.00
1st Reinspection	\$116.00	\$2.32	\$118.32
2nd Reinspection	\$232.00	\$4.64	\$236.64
3rd Reinspection	\$348.00	\$6.96	\$354.96
WEIGHTS AND MEASURES PROGRAM			
The yearly license fee shall be determined by dividing the actual costs of the weights and measures program by the number of weighing and measuring devices known to exist within the City's jurisdiction multiplied by the number of devices under the control of each person/business.	See W&M fees		
Late Fee	10% of fee		
2019 GENERAL PUBLIC HEALTH		no change	
TSPOT Test	\$75.00		\$75.00
Tuberculosis Skin Test	\$25.00		\$25.00
Adult Hepatitis A Vaccination	\$50.00		\$50.00
Adult Hepatitis B Vaccination	\$55.00		\$55.00
Influenza Vaccination	\$35.00		\$35.00
Radon Test Kit-short term	\$10.00		\$10.00
Bee Keeping Initial Permit	\$30.00		\$30.00
Bee Keeping Renewal Permit	\$10.00		\$10.00
Noise Variance Permit	\$30.00		\$30.00

City of De Pere, Wisconsin



Request For Board of Health Action

MEETING DATE: September 17, 2018

DEPARTMENT: Health Department

FROM: Deborah Armbruster

SUBJECT: Review and Approval of Fee Structure for Weights and Measures Program

ATTACHMENTS:

- Weights Measures application.license 2019 with rates (PDF)

CITY OF DE PERE—WEIGHTS & MEASURES APPLICATION/LICENSE – 2019

Business Name _____

Address _____

Phone Number _____

Legal Licensee _____

Address _____

Phone _____

Agent _____

DEVICE	RATE	INVENTORY	TOTAL
Scales 0 to 30 lbs.	\$30.00	0	\$0.00
Scales 31 to 1000 lbs.	\$70.00	0	\$0.00
Scanner (\$18.00 per scanner over 4)	\$95.00	0	\$0.00
Point of Sales System	\$30.00	0	\$0.00
Prepack Scales	\$30.00	0	\$0.00
High Accuracy Scales (Pharmaceutical, Jewelers, Precious Metals)	\$30.00	0	\$0.00
Weight Sets	\$17.00	0	\$0.00
Computing Pumps	\$25.00	0	\$0.00
High Speed Diesel Fuel Dispenser	\$70.00	0	\$0.00
Rules, Tapes	\$12.00	0	\$0.00
Linear (Fabric, Wire, Rope Meters)	\$49.00	0	\$0.00
Timing Devices	\$15.00	0	\$0.00
Taximeters	\$20.00	0	\$0.00
Electric Pill Counters	\$30.00	0	\$0.00
Specialized & Non-Categorical Devices/Consultations	\$49.00/hr.	0	\$0.00
Annual License Processing Fee	\$40.00	0	\$0.00
Re-inspection Fee	\$100.00	0	\$0.00
Late Payment Fee	\$100.00	0	\$0.00
Penalty Fee for Device Non-Registration	Double the per device fee	0	\$0.00
TOTAL DUE			\$0.00

The permit becomes valid upon payment of the total fee. Make checks payable to the CITY OF DE PERE.

Return your application and remittance fee to the Health Department, City of De Pere, 335 S. Broadway Street
De Pere, WI 54115

Applicant Signature

Date

City of De Pere, Wisconsin



Request For Board of Health Action

MEETING DATE: September 17, 2018

DEPARTMENT: Health Department

FROM: Deborah Armbruster

SUBJECT: Review and Approval of Policy and Protocol Update - Permits and Licensing

ATTACHMENTS:

- E_Permits & Licensing update 8-2018 (PDF)

City of De Pere Health Department

Policy and Procedure Title:	Permits and Licensing
Effective Date:	04/01/2015
Date Reviewed/Revised:	02/12/2018
Authorized By:	Deborah Armbruster BSN RN, Health Officer / Director
	08/13/2018
	Health Officer/Director Date

PURPOSE STATEMENT:

As an agent for the Department of Agriculture, Trade and Consumer Protection (DATCP), the City of De Pere Health Department is responsible for the issuance of all applicable licenses/permits. **As of 4/1/2018, the Bridges of Fox River Consortium is responsible for the issuance of all applicable licenses/permits. This consortium is an association between City of De Pere and City of Menasha for the agent program of which Menasha shall act as fiscal agent.**

POLICY:

The annual license year runs from July 1 through June 30. Bridges of Fox River Consortium is responsible for the renewal process of all regular permits by July 1 annually. The respective health departments are responsible for updating licensee and establishment information as needed.

PROCEDURE:

1. RECORD KEEPING FOR LICENSED ESTABLISHMENTS
 - A. Establishment inspections must be kept on file within the appropriate health department.
 - B. Establishment files must include the following:
 1. Inspection reports for the past three years.
 2. Copy of the current signed application.
 3. Copy of current variances issued to the establishment or facility. Current variances must be kept on file until renewed/replaced.
 4. Copies of completed complaint investigations for at least three years.
 - C. Establishment records are to be filed by establishment name.
 - D. The public health sanitarians are responsible for maintaining files with the assistance of the health department office assistant.
 - E. Establishment files are considered to be a part of public record and are available to the public. Persons wishing to view establishment records can access them online through the DATCP, Menasha, and De Pere Health Department websites.
2. Reporting of Licensed Establishments to Wisconsin DATCP.
 - A. The public health sanitarians will inform the office assistant of any establishment changes. DATCP establishment changes will be made in HealthSpace.
 - B. Update establishment information in HealthSpace when one of the following occurs: (items with * may generate a fee collection)
 - *1. A new establishment
 - *2. Change of Operator
 - *3. Legal Licensee Name change
 4. Address Change
 5. Any miscellaneous changes
 - *6. Type Code Change
 - *7. Additional Units added
 - *8. Processing Code Change

City of De Pere Health Department

- C. Any new information will require an application form to be updated by the operator.
 - D. Identification numbers will be provided by HealthSpace when licensing new establishments.
3. LICENSING NEW FOOD ESTABLISHMENTS OR CHANGE OF OPERATOR / PRE-INSPECTIONS
- A. Building inspection department shall obtain required blueprints, notify the health department (as applicable) and complete building inspection change of occupancy permit worksheet.
 - B. A pre-inspection shall be conducted when an individual is intending to operate a new establishment, remodel an existing establishment or taking over operation of an existing establishment. An establishment consists of one of the following: a restaurant, retail establishment, hotel/motel, tourist rooming house, bed and breakfast, vending machine commissary, campground, swimming pool and tattoo/body piercing establishments.
 - C. Once a complete application, applicable fees, pre-inspection and other documentation of compliance with federal/state codes is received, the department shall issue or deny a license/permit within 30 days.
 - D. Pre-inspection fees do not have to be reimbursed to Wisconsin DATCP.
 - E. If a requested license/permit is denied and a pre-inspection has been conducted the license/permit fee may be refunded but the pre-inspection fee will not be refunded.
 - F. Upon contact with a new operator, the following shall be completed by the public health sanitarian, if applicable:
 - 1. Establishment owner or manager shall complete an application for license/permit (**Attachment 1**).
 - 2. Coordinate with other City of De Pere departments as necessary such as building and fire.
 - 3. Make sure application is signed and dated by the operator.
 - 4. Collect appropriate fee(s). If the health department office assistant is unavailable, the application and fees must be stored in a locked cabinet.
 - 5. Issue a receipt for the fees collected.
 - 6. Review of building plans, equipment schedules, and/or menus.
 - 7. Order changes if necessary to be in compliance with code and city ordinances.
 - 8. Create a new physical location in HealthSpace. Enter information provided on license application in respective fields.
 - 9. Conduct the pre-inspection.
 - 10. Document progress and any changes requiring correction prior to release of license on an Inspection Report (**Refer to Inspection Policy and Procedure**).
 - 11. Conduct the final pre-inspection to ensure compliance with codes prior to releasing license. All phases of pre-inspection visit(s) are incorporated into 1 pre-inspection fee.
 - 12. Release license/permit.
 - G. If a few, core/non-critical items require correction, but will not interfere with the safe operation of the establishment license may be granted with the understanding that the outstanding violations are to be corrected by the date outlined by the sanitarian.
 - H. Document on the HealthSpace Inspection Report comments field "Inspection Report will serve as your permit/license, until the actual permit/license has been received".
 - I. Completed inspection report and signed application are given to the health department office assistant (who will enter into HealthSpace under licensed facility child document Operating Information Area), change Status Field from pending to active and enter actual date of inspection in Date Permitted Field. Also in the Billing Area select post payment tab in order to allow payment of license fee to be posted under fee details.

City of De Pere Health Department

- J. A HealthSpace generated License/Permit must be mailed to legal licensee stating at minimum the following:
 1. Current name of the business
 2. Current and accurate address of the business
 3. Current and accurate name of the legal licensee (The word "Legal Licensee" should be printed on the permit)
 4. State ID number
 6. Expiration date
 7. The words "Post Conspicuously" must be printed on permit.

4. LICENSE RENEWAL
 - A. All establishment permit renewals are generated via HealthSpace and sent out by end of May.
 - B. The health department office assistant is responsible for the billing and mailing of renewals.
 - C. The health department office assistant will process money collected.
 - D. A new License/Permit is printed and mailed to legal licensee address listed for establishment.

5. LATE FEES
 - A. If no payment has been received by the last week in June, a reminder contact by the health department will be made.
 - B. A late fee will be assessed to all license/permit renewals not received or postmarked by June 30. The late fee will have to be paid in addition to the license/permit fee by 4:00 p.m. on July 20, or the next working day if the 20th falls on a Saturday or Sunday. Failure to pay both fees will void the license/permit. The establishment may no longer operate.
 - C. Re-issuance of a license/permit after July 20, or the next business day thereafter, will result in a pre-inspection as the establishment will be placed out of business. As a result of the pre-inspection, a pre-inspection fee will be assessed in addition to the license fee and operating without a permit fee. Upon request the establishment has the right to an administrative review with the public health sanitarian and/or health officer/director.
 - D. Non-sufficient funds by check or other draft will be considered non-payment. Deposits will be done in accordance with the City's Code to ensure prompt notification of non-sufficient funds.

6. RE-INSPECTIONS
 - A. The second inspection and all inspections thereafter will be considered re-inspections and may be subject to a re-inspection fee.
(The first inspection is the annual inspection. The second inspection is the follow-up and if the corrections are not made, then a re-inspection fee is assessed for that visit and each visit of non-compliance thereafter.)
 - B. Re-inspection fees will be billed to the establishment by the department upon notification by the public health sanitarian. When 2 or more inspections are warranted the sanitarian is to document the re-inspection date and fee assessed on the inspection report.
 - C. Re-inspections and fees apply to all license types.
 - D. Invoice in HealthSpace will be printed for monitoring payment.
 - E. Payment shall be made upon receipt of invoice. (Within 15 days.)
 - F. Upon receipt of payment, receipt shall be attached to invoice and filed in establishment folder.

7. FEES COLLECTED
 - A. All fees will be evaluated annually and established by the Board of Health and City Council.
 - B. Fees are to be mailed to the department, or delivered in person.
 - C. Upon request, a receipt shall be processed for fees collected.
 - D. All fees are non-refundable.

City of De Pere Health Department

- E. Any outstanding fees owed by the licensee will be applied/collected during the renewal process.
- 8. CHANGE OF OPERATORS
 - A. The following resources may be used to identify change of operators:
 - 1. At each routine inspection the sanitarian shall verify all information on the current license/permit is correct, and if not make appropriate changes.
 - 2. Review liquor license renewals
 - 3. Newspaper
 - 4. Other City of De Pere Staff/Departments
 - B. Any concerns regarding the licensing status must be followed-up by the public health sanitarian.
 - C. Any change will require a new license to be issued and fees to be charged accordingly. If the license/permit involves the transfer to family members, no fee will be assessed. See step 13.
- 9. CHANGE IN LICENSING STATUS
 - A. Establishments may upgrade their license/permit during a license year. When upgrading a license/permit the following applies:
 - 1. A difference in license fee(s) shall be collected immediately.
 - B. If the establishment is adding new facilities, significant increase in capacity (in accordance with state codes) during a license year and is changing licensing: When upgrading a license/permit the following applies:
 - 1. A pre-inspection shall be completed.
 - 2. A pre-inspection fee shall be assessed.
 - 3. A difference in license fee(s) shall be collected immediately.
- 10. OUT OF BUSINESS
 - A. Out of business establishments shall be updated accordingly in HealthSpace. The out of business date shall be the date the public health sanitarian determines the establishment is out of business and the fiscal year the operator was last licensed.
 - B. Out of business files shall be maintained for three years. After three years has passed, the record may be condensed to the forms required for license/permit needs as referenced in 1B of this procedure.
- 11. TEMPORARY LICENSES
 - A. An operator must apply for a temporary restaurant/retail license (ten) 10 business days prior to an event and pay the temporary restaurant/retail license/permit fee at the time of application (See Outdoor Food Service Procedure). If the applicant shows proof of a current temporary restaurant/retail license/permit from the State of Wisconsin temporary restaurant/retail permit/license, the De Pere Health Department will honor that restaurant/retail license/permit. *If there is a special event coordinator, he/she will be responsible for assuring current/appropriate food licensure/permitting of participating vendors.
 - B. Applicants who apply for a temporary restaurant/retail license 3 to 9 business days prior to an event will be assessed the late fee according to the fee schedule.
 - C. If an applicant shows evidence of a current temporary restaurant/retail license/permit from the State of Wisconsin temporary restaurant/retail license/permit, the health department will only assess a temporary restaurant/retail inspection fee, if the applicant is inspected.
 - D. Applications for a temporary restaurant/retail license 3 business days or less prior to an

City of De Pere Health Department

event will not be accepted. If the applicant shows proof of a current temporary restaurant/retail license/permit from the State of Wisconsin temporary restaurant/retail permit/license, the De Pere Health Department will honor that restaurant/retail license/permit without penalty.

- E. If a non-permitted vendor is identified the day of an event, the sanitarian will permit, inspect and collect fees/invoice accordingly. If fees are collected in the field, the sanitarian will issue a receipt for any money collected.
 - F. Temporary license application forms must be filled out for each physical temporary operation. If a legal licensee has more than one booth at an event, each booth is to be licensed separately.
 - G. Temporary licenses include:
 - i. Special event campground
 - ii. Temporary restaurant license
 - iii. Temporary retail license
 - iv. Temporary tattoo/body piercing establishment
 - H. Temporary application / inspection reports are to be kept on file in the health department. Temporary restaurant reports shall be entered into HealthSpace or manually scanned into HealthSpace.
 - I. In the case of annual event(s) with return operator(s), renewal packet information will be sent out for temporary licenses. The public health sanitarian will supply a list of operators to the health department office assistant.
 - J. Temporary license Information must be recorded in HealthSpace accordingly. Reports will be generated for all temporary operators. If HealthSpace is not available, the information can be supplied in a list format including the following information:
 - 1. Name and location of event
 - 2. Legal Licensee
 - 3. Legal licensee address
 - 4. Applicable type code
 - 5. Date of event
 - K. Special organizations (ATCP 75) will be educated about basic food safety. Exempt groups must obtain a temporary restaurant license if participation is greater than 3 food event days within a license year.
12. REIMBURSEMENT OF FEES (DATCP)
- A. The Bridges of Fox River consortium shall reimburse 10% of all applicable fees collected for establishments licensed under DATCP agent contracts by September 30 of the licensed year. City of Menasha shall act as fiscal agent and submit a single reimbursement report and fee for the Consortium.
 - B. As needed and through HealthSpace, the health department office assistant will access an establishment roster for the licensed year, July 1 through June 30th, identifying active establishments, change of operators and out of business establishments, and where applicable, number of rooms, pools, type code and operating season.
13. PERMIT TRANSFERS TO FAMILY MEMBERS (Public Health Statutes 97.065(4)(a)2)
- A. No new permit fee or pre-inspection fee is involved, but a pre-inspection shall be conducted prior to transferring the permit. HealthSpace will be updated with new information accordingly.

City of De Pere Health Department

- B. All violations noted on the most recent inspection shall be corrected prior to transferring the license.
14. **FIFTEEN MONTH RULE LICENSES/PERMITS**
 The fifteen (15) month rule applies to an establishment that begins operation between April 1 and June 30 of any license year. A license will be granted that extends through the next license year. The fifteen (15) month rule applies to all DATCP establishments.
- A. Any establishment fees collected April 1st-June 30th will be reimbursed to the state during the next licensing year (September).
15. **RISK ASSESSMENT MODEL**
 A risk assessment must be conducted on all DATCP full-service licensed food establishments to determine appropriate licensing fee. All full service establishments are to be categorized as Simple (S), Moderate (M) or Complex (C). The Risk Assessment used to determine classification is located in the department's application.
- Risk assessments will also be conducted annually at each routine inspection. The risk assessment adjustments that occur within a license year (July 1 to June 30) will take effect immediately and the difference in fees collected at that time (ATCP 75). The annual risk assessment will be completed electronically on HealthSpace under each full service restaurant child document.
16. **TAVERNS**
 A tavern license/permit fee will be assessed for establishments with liquor/beer licenses to cover inspection costs. Establishments with more than one bar area that may function independently will be assessed an additional bar area/tavern fee for each additional bar area/tavern. Establishments with liquor/beer licenses are exempt from the local tavern fee if:
1. Establishments have a Class A liquor license and only sell beer and liquor at a retail level.
 2. Wholesale distributors.
 3. Establishments that serve beverages from cans or bottles only.

REFERENCES:

City of De Pere Ordinance Section 74-12
 City of De Pere Health Department Confidentiality and Record Retention Policy
 City of De Pere Ordinance Section 106-4(b)
 Wisconsin Administrative Code ATCP 75, Retail Food Establishments
 Wisconsin Administrative Code 97.605

Public Health Essential Service:

X 1 Monitor /Solve	X 6 Enforce
2 Diagnose & Investigate	7 Link
X 3 Inform/Educate	X 8 Assure Competent Workforce
4 Mobilize	X 9 Evaluate
X 5 Develop Policy & Plans	10 Research

City of De Pere, Wisconsin



Request For Board of Health Action

MEETING DATE: September 17, 2018

DEPARTMENT: Health Department

FROM: Deborah Armbruster

SUBJECT: Review and Approval of Protocol Update- Blood Pressure Screening

ATTACHMENTS:

- B.0_Blood Pressure Measurement and Screening (2) (PDF)

City of De Pere Health Department

Policy and Procedure Title:	Blood Pressure Measurement and Screening
Effective Date:	5/29/2012
Date Reviewed/Revised:	8/21/2018
Authorized By:	Deborah Armbruster BSN RN, Health Officer / Director
	08/21/2018
	Health Officer/Director Date

PURPOSE STATEMENT:

The purpose of this policy is to reduce the burden of hypertension-related morbidity and mortality in adults residing in the City of De Pere. Hypertension can be a major risk factor for coronary artery disease, congestive heart failure, and renal disease.

POLICY:

The City of De Pere Health Department will provide blood pressure screening at the health department, the De Pere Community Center, and other off-site locations when indicated. Blood pressure measurement and follow-up of blood pressure readings will be done in accordance with the 2017 ACC/AHA/AAPA/ABC/ACPM/AGS/APhA/ASH/ASPC/NMA/PCNA Guideline for the Prevention, Detection, Evaluation, and Management of High Blood Pressure in Adults Nov.13, 2017 (<https://www.acc.org>)

PERSONS AFFECTED:

Health Officer
Public Health Nurses

EQUIPMENT:

Client Attendance Sheet
Blood Pressure Cuff
Sphygmomanometer
Stethoscope
Blood Pressure Data Sheet
Blood Pressure Screening Record
Personal Blood Pressure Record Forms
Educational Materials
City of De Pere Notice of Privacy Practices
Hand Sanitizer
Nursing Drug Handbook

PROCEDURE FOR ACCURATE BLOOD PRESSURE MEASUREMENT:

Step 1: Properly prepare the individual

1. Have the client relax, sitting in a chair with feet on the floor, back supported for 5 minutes.
2. The client should avoid caffeine, exercise, and smoking for at least 30 minutes before measurement.
3. Ensure the client has emptied his/her bladder.
4. Neither the client nor the observer should talk during the rest period or during the measurement.
5. Remove any clothing covering the location of cuff placement.

Step 2: Use proper technique for BP measurements

1. Use a BP measurement device that has been validated, and ensure that the device is calibrated periodically.
2. Support the client's arm (i.e. resting on a desk).

Blood Pressure Screening

City of De Pere Health Department

3. Position the middle of the cuff on the client's upper arm at the level of the right atrium (the midpoint of the sternum).
4. Use the correct cuff size, such that the bladder encircles 80% of the arm, and note if a larger or smaller than normal cuff size is used.

Step 3: Take the proper measurements needed for diagnosis and treatment of elevated BP/hypertension

1. At the first visit, record BP in both arms. Use the arm that gives the higher reading for subsequent readings.
2. Separate repeated measurements by 1-2 minutes.

Step 4: Properly document accurate BP readings

1. Record systolic blood pressure(SBP) and diastolic blood pressure(DBP).
2. Note the time of most recent BP medication taken before measurements.

Step 5: Provide BP readings to the client

1. Provide clients the SBD/DBP readings both verbally and in writing.

PROCEDURE FOR BLOOD PRESSURE SCREENINGS:

1. Arrive at designated site with appropriate supplies.
2. Set-up work area.
3. Enter the current date on the Client Attendance Sheet (Attachment 1) and add each client's name to the list.
4. Offer the client a copy of the City of De Pere Notice of Privacy Practices.
5. Review Blood Pressure Data Sheet (Attachment 2) with client and assist as needed with completion/updates.
6. A new Blood Pressure Data Sheet form must be completed for each new client and annually.
7. Take the client's blood pressure according to Blood Pressure Measurement Policy and Procedure.
8. Document blood pressure reading on client's personal card/record and Health Department Screening Record (Attachment 3).
9. If blood pressure is elevated above normal, measurement should be repeated. If blood pressure is measured at a hypertensive level the patient should be referred to their physician for follow-up.

BP Classification	Systolic	Diastolic
Normal	< 120	<80
Pre-hypertensive	120-129	<80
Stage 1 Hypertension	130-139	80-89
Stage 2 Hypertension	≥ 140	≥ 90
Hypertensive Urgency	>180	>120

10. Provide individualized health education with each client including: diet, exercise, medications, annual physicals and the need to notify their physician of any health changes.
11. After completion of all requested screenings the work area is to be taken down.
12. The Client Attendance Sheet should be completed with the number of checks completed and the number clients seen for the first time during the year.
13. Clients are informed of blood pressure readings and are responsible for follow-up with their medical providers as recommended.

REFERENCES:

2017 ACC/AHA/AAPA/ABC/ACPM/AGS/APhA/ASH/ASPC/NMA/PCNA
Guideline for the Prevention, Detection, Evaluation, and Management
of High Blood Pressure in Adults Originally published November 13, 2017

City of De Pere Health Department

LEGAL AUTHORITY:

251.05(2)(a)

Public Health Essential Service:			
X	1 Monitor /Solve		6 Enforce
	2 Diagnose & Investigate	X	7 Link
X	3 Inform/Educate		8 Assure Competent Workforce
	4 Mobilize		9 Evaluate
X	5 Develop Policy & Plans		10 Research

City of De Pere, Wisconsin



Request For Board of Health Action

MEETING DATE: September 17, 2018

DEPARTMENT: Health Department

FROM: Deborah Armbruster

SUBJECT: DRAFT 2019 Health Department Budget

ATTACHMENTS:

- #1 GENERAL GOVERNMENT (PDF)
- #6 GENERAL FUND REVENUES (PDF)
- #14 Health Human Services (DOCX)

**City of De Pere
2019 General Fund
Adopted Budget**

EXPENDITURES

Account Title			2017 Year End Actual	2018 Adopted Budget	2018 6 mos Actual	2018 Year End Estimate	2019 Dept Head Proposed	2019 / 2018 Budget % Of Change
HEALTH AND HUMAN SERVICES								
Account Number PERSONAL SERVICES								
100	54100	110	Salaries	\$ 265,047	\$ 269,605	\$ 103,966	\$ 207,932	\$ 271,369 0.65%
100	54100	120	Hourly Wages	32,661	30,150	13,916	27,832	31,699 5.14%
100	54100	125	Overtime Wages	0	0	0	0	0 0.00%
100	54100	126	Seasonal Labor	0	0	0	0	0 0.00%
100	54100	150	FICA	19,543	22,931	9,462	18,924	23,185 1.11%
100	54100	151	Retirement	18,956	20,084	7,782	15,564	19,851 -1.16%
100	54100	152	Health, Dental, DIB, Life & Wks Cmp Ins	99,403	118,678	64,959	129,918	120,375 1.43%
100	54100	190	Training	215	0	60	0	0 0.00%
			Subtotal	435,825	461,448	200,144	400,170	466,479 1.09%
			CONTRACTUAL SERVICES					
100	54100	210	Telephone	1,694	1,710	804	1,608	1,700 -0.58%
100	54100	211	Postage	0	0	0	0	0 0.00%
100	54100	212	Seminars and Conferences	1,966	1,700	755	1,515	1,700 0.00%
100	54100	215	Consulting	(310)	0	0	0	8,350 #DIV/0!
100	54100	218	Cell/Radio	480	400	200	480	1,260 215.00%
100	54100	240	Equipment Maintenance	290	900	196	496	800 -11.11%
			Subtotal	4,119	4,710	1,955	4,099	13,810 193.21%

City of De Pere
2019 General Fund
Adopted Budget

EXPENDITURES

Account Title				2017 Year End Actual	2018 Adopted Budget	2018 6 mos Actual	2018 Year End Estimate	2019 Dept Head Proposed	2019 / 2018 Budget % Of Change
HEALTH AND HUMAN SERVICES									
			SUPPLIES AND EXPENSE						
100	54100	310	Office Supplies	2,278	2,000	1,222	2,000	2,000	0.00%
100	54100	320	Memberships/Subscriptions	855	658	0	705	705	7.14%
100	54100	324	Medical Supplies	3,701	8,000	3,587	6,000	6,000	-25.00%
100	54100	330	Mileage Reimbursement	2,578	2,200	2,103	2,500	1,700	-22.73%
100	54100	331	Transportation	1,331	1,500	328	1,500	1,500	0.00%
100	54100	351	MCH Grant	4,706	11,000	157	10,673	10,673	-2.97%
100	54100	352	Radon Grant	0	0	0	0	0	0.00%
100	54100	353	MA Outreach	0	0	0	0	0	0.00%
100	54100	354	Childhood Lead Grant	603	1,700	71	1,724	1,724	1.41%
100	54100	355	Immunization Outreach Grant	2,540	8,000	60	7,237	7,237	-9.54%
100	54100	356	Tobacco Cessation	0	0	0	0	0	0.00%
100	54100	357	EBOLA Grant	0	0	0	0	0	0.00%
100	54100	358	Preparedness Grant	26,179	12,057	21,984	33,933	33,933	181.44%
100	54100	359	Prevention Grant	782	4,000	0	4,326	4,326	8.15%
100	54100	360	Communicable Disease Grant	0	0	2,174	3,600	3,600	
			Subtotal	45,553	51,115	31,686	74,198	73,398	43.59%
			CAPITAL OUTLAY						
100	54100	810	Capital Equipment	0	0	0	0	0	0.00%
			Subtotal	0	0	0	0	0	0.00%
			TOTAL	\$ 485,497	\$ 517,273	\$ 233,785	\$ 478,467	\$ 553,687	7.04%

**City of De Pere
2019 General Fund
Adopted Budget**

REVENUES			2017	2018	2018	2018	2019	2019 / 2018
Account Title			Year End	Adopted	6 mos	Year End	Dept Head	Budget
			Actual	Budget	Actual	Estimate	Proposed	% of Change
Account Number	TAXES							
100	41110	General Property	\$ 8,039,833	\$ 8,173,527	\$ 8,173,473			0.00
100	41130	Mobile Home Fees	5,738	6,300	4,420			0.00
100	41150	Payments in Lieu of Taxes	1,332	1,300	1,692			0.00
100	41170	Motor Vehicle Tax	0	0	0	0	0	0.00
100	41200	Sales and Use	0	0	0	0	0	0.00
100	41210	Public Accommodations	9,319	7,900	3,417			0.00
100	41220	Retained Sales Tax	36,513	120	60			0.00
100	41310	From Municipal Water Utility	469,406	500,000	250,000			0.00
100	41320	Housing Authority	28,919	30,000	29,593			0.00
100	41800	Interest Penalties & Taxes	876	1,200	924			0.00
100	41810	Interest Penalties Specials & Deeds	20,222	21,000	6,822			0.00
		Subtotal	8,612,158	8,741,347	8,470,401	-	-	0.00
INTERGOVERNMENTAL REVENUE								
100	43220	Mass Transit Federal Aid	0	0	0	0	0	0.00
100	43410	State Shared Revenue	1,206,684	1,203,465	0			0.00
100	43411	State Shared Revenue - Expenditure Restraint	0	218,534	0			0.00
100	43420	State Fire Insurance	85,434	86,000	-			0.00
100	43430	Other State Shared Taxes - Exempt Computer Aid	74,911	76,012	0			0.00
100	43500	State Grants	19,000	0	0	0	0	0.00
100	43505	Law Enforcement	3,624	0	0	0	0	0.00
100	43507	K-9 Expenses and Donations	16,848	0	4,870	0	0	0.00
100	43510	Rescue EMS Act 102	7,193	7,000	0			0.00
100	43520	State Aid for Police Training	7,670	5,440	0			0.00
100	43530	State Aid for Connecting Highways	73,979	74,386	37,193			0.00
100	43531	General Transportation Aids	900,374	1,035,430	517,715			0.00
100	43532	Mass Transit State Aid	294,790	294,790	147,395			0.00
100	43540	State Recycling Grants	97,510	97,510	97,568			0.00
100	43550	ACT 102 Ambulance Grant	0	0	0	0	0	0.00
100	43551	Health Matching Grant	62,523	56,757	47,648	57,929	57,929	2.06
100	43590	State Misc Grants	0	0	0	0	0	0.00
100	43605	Payment in Lieu of Tax - DNR	0	0	0	0	0	0.00
		Subtotal	2,850,541	3,155,324	852,389	57,929	57,929	-98.16

Attachment: #6 GENERAL FUND REVENUES (7435 : DRAFT 2019 Health Department Budget)

**City of De Pere
2019 General Fund
Adopted Budget**

REVENUES

Account Title			2017 Year End Actual	2018 Adopted Budget	2018 6 mos Actual	2018 Year End Estimate	2019 Dept Head Proposed	2019 / 2018 Budget % of Change
LICENSES AND PERMITS								
100	44100	Business & Occupational Licenses	0	0	0	0	0	0.00
100	44105	Liquor and Malt Beverage Licenses	35,642	35,000	32,973			0.00
100	44110	Operator's Licenses	12,201	32,000	22,531			0.00
100	44115	Cigarette Licenses	2,104	2,100	2,000			0.00
100	44120	Food & Beverage Licenses-DHFS	66,987	72,000	64,959	0	0	0.00
100	44121	Food & Beverage Licenses-DATCP	11,790	0	0	71,565	72,022	#DIV/0!
100	44125	Cable Television Franchise License	138,564	150,000	35,790			0.00
100	44130	Trailer Park	100	100	100			0.00
100	44140	Other Permits and Fees	10,523	11,500	7,153			0.00
100	44210	Dog License	3,524	4,200	3,560			0.00
100	44300	Building Permits	134,803	140,000	70,280			0.00
100	44303	Flood Plain/Zoning Letters	660	300	660			0.00
100	44305	Construction	0	0	0	0	0	0.00
100	44307	Sanitary Sewer Excavation	5,850	5,250	3,950			0.00
100	44910	Electrical Permits	57,320	60,000	22,243			0.00
100	44920	Plumbing Permits	25,905	30,000	11,866			0.00
100	44925	HVAC Permits	62,286	60,000	39,608			0.00
100	48905	Bid Deposits & Refunds	50	0	10	0	0	0.00
100	48902	Zoning Permits and Fees	4,625	3,675	1,886			0.00
100	48903	CSM Reviews	13,175	7,000	8,186			0.00
100	48906	Excavation Permits	34,910	18,900	5,135			0.00
		Subtotal	621,020	632,025	332,890	71,565	72,022	-88.60
FINES AND FORFEITURES								
100	45100	City Share of Fines and Forfeitures	(2,449)	0	0	0	0	0.00
100	45110	Court Penalties and Costs	224,741	300,000	175,013			0.00
100	45120	Crime Prevention/Policing Share	0	0	0	0	0	0.00
100	45130	Parking Violations	46,129	45,000	23,063			0.00
100	45190	Other Law-Ordinance Violations	0	0	0	0	0	0.00
		Subtotal	268,421	345,000	198,076	-	-	0.00
PUBLIC CHARGES FOR SERVICE								
100	46100	General Government	1,447	1,000	849			0.00
100	46101	Clerk-Passports/Solicitors	5,686	4,500	2,394			0.00
100	46110	Letters of No Specials	26,045	31,500	12,895			0.00%

Attachment: #6 GENERAL FUND REVENUES (7435 : DRAFT 2019 Health Department Budget)

**City of De Pere
2019 General Fund
Adopted Budget**

REVENUES

Account Title			2017 Year End Actual	2018 Adopted Budget	2018 6 mos Actual	2018 Year End Estimate	2019 Dept Head Proposed	2019 / 2018 Budget % of Change
100	46120	License Publication Fees	(1,136)	400	1,094			0.00
100	46204	DMV Registration	6,239	0	0	0	0	0.00
100	46205	Police CVR Fees	(6,128)	0	0	0	0	0.00
100	46206	CVR Registrations	289	700	271			0.00
100	46207	Police Alarm Monitoring	8,900	10,000	4,477			0.00
100	46208	Police Department Fees	798	1,000	616			0.00
100	46210	Background Checks	336	200	224			0.00
100	46220	Police Finger Prints	690	750	336			0.00
100	46225	Fire Hazmat	1,109	1,000	0			0.00
100	46298	Ambulance Fees	629,820	800,000	274,866			0.00
100	46340	Street Department Revenue	109,780	63,000	21,013			0.00
100	46345	Garbage & Recycling Fees	0	12,000	0			0.00
100	46350	Snow Removal Charges	2,943	6,600	1,994			0.00
100	46360	Parking Permits	0	0	0	0	0	0.00
100	46406	Weed & Nuisance Control	3,115	10,000	0			0.00
100	46421	Recycling Containers	4,725	3,300	1,415			0.00
100	46501	Public Health Revenue	5,774	8,000	485	6,000	6,000	-25.00
100	46510	Weights & Measures Fees	15,221	17,000	16,955	16,955	24,942	46.72
100	46521	Animal Control	0	0	0	0	0	0.00
100	46700	Recreation Programs	358,923	338,409	194,902			0.00
100	46721	Recreation	16,101	0	0	0	0	0.00
100	46722	Concessions/Recreation	18,413	22,800	6,249			0.00
100	46723	Swimming	119,868	117,821	62,796			0.00
100	46724	Forestry	7,185	6,615	3,078			0.00
100	46725	Community Center	34,810	33,280	17,863			0.00
100	46727	Programs-Financial Assistance	3,792	3,500	2,594			0.00
100	46733	Golf Lessons	0	0	0	0	0	0.00
100	46747	Athletic Facility Fees	21,942	72,500	8,420			0.00
100	46747 010	Daily Boat Fees	45,122	0	36,218	0	0	0.00
100	46747 020	Season Boat Fees	17,593	0	2,127	0	0	0.00
100	46800	Payment In Lieu of Parkland	0	0	0	0	0	0.00
100	47306	Ambulance Fees From Townships	166,716	170,000	102,829			0.00
100	47401	Engineering Fees	700,000	700,000	350,000			0.00
100	48901	Copies Maps Blueprints	251	1,100	446			0.00
100	48908	Building Permits & Voter Report (Clerk)	0	500	0			0.00
100	48909	Sundry	36	550	2			0.00%

Attachment: #6 GENERAL FUND REVENUES (7435 : DRAFT 2019 Health Department Budget)

City of De Pere
2019 General Fund
Adopted Budget

REVENUES

Account Title			2017 Year End Actual	2018 Adopted Budget	2018 6 mos Actual	2018 Year End Estimate	2019 Dept Head Proposed	2019 / 2018 Budget % of Change
100	48910	Retiree Insurance Admin Fee	938	1,000	519			0.00
		Subtotal	2,327,342	2,439,025	1,127,927	22,955	30,942	-98.73

INTERGOVERNMENTAL CHARGES FOR SERVICE

100	47311	Crossing Guard Hours	17,001	19,500	0			0.00
100	47320	Payment for Liason Officer	169,296	170,000	(5,266)			0.00
100	47402	Data Processing Charges	13,885	14,300	7,151			0.00
100	47405	TID 5 Admin Allocation	5,300	5,300	2,650			0.00
100	47406	TID 6/7/8/9/10 Admin Allocation	116,600	116,600	58,300			0.00
100	47415	Equipment Rental	27,192	28,000	14,004			0.00
100	47432	Space Rentals	43,980	46,000	23,064			0.00
100	48208	Brown County Nutritionist	2,840	2,980	1,490			0.00
		Subtotal	396,094	402,680	101,393	-	-	0.00

City of De Pere
2019 General Fund
Adopted Budget

REVENUES

Account Title			2017 Year End Actual	2018 Adopted Budget	2018 6 mos Actual	2018 Year End Estimate	2019 Dept Head Proposed	2019 / 2018 Budget % of Change
MISCELLANEOUS REVENUES								
100	48100	Interest On Investments	68,397	120,000	59,078			0.00
100	48103	Notes Receivable Interest	0	0	0	0	0	0.00
100	48113	Interest On Personal Property Taxes	0	0	0	0	0	0.00
100	48121	Land Contract Interest	0	0	0	0	0	0.00
100	48200	Rents & Leases	0	0	0	0	0	0.00
100	48201	Farm Leases	14,059	7,500	3,597			0.00
100	48202	Brown County Fairgrounds	1,250	0	0	0	0	0.00
100	48203	Residential Lease	13,487	17,000	8,522			0.00
100	48300	Property Sales	0	1,500	0			0.00
100	48301	Refuse Garbage Equipment & Property	5,358	15,000	1,767			0.00
100	48305	Real Property	108	50,000	1,000			0.00
100	48309	Other	1,616	5,000	0			0.00
100	48310	Note Receivable Principal	0	0	0	0	0	0.00
100	48311	Land Contract Principal	0	0	0	0	0	0.00
100	48500	Donations	17,163	0	0	0	0	0.00
100	48510	Police Programs	0	0	0	0	0	0.00
100	48515	Park and Rec	(100)	0	200	0	0	0.00
100	48520	Fire & Rescue	20,226	1,600	3,770			0.00
		Subtotal	141,564	217,600	77,934	-	-	0.00
OTHER FINANCING SOURCES								
100	49100	Proceeds From Long Term Notes	0	0	0	0	0	0.00
100	49130	Installment Contracts	0	0	0	0	0	0.00
100	49140	State Trust Fund Loans	0	0	0	0	0	0.00
100	49200	Transfer From Special Fund	261,400	250,000				0.00
100	49222	Transfer From TID #5	0	11,400				0.00
100	49223	Transfer From TID #7	0	0	0	0	0	0.00
100	49240	Transfer From Capital Projects Fund	1,082,000	1,050,000				0.00
100	49260	Transfer From Enterprise Fund (Water Utility)	0	0	0	0	0	0.00
100	49261	Transfer From Enterprise Fund (Wastewater)	0	0	0	0	0	0.00
100	49271	Transfer From Parkland Dedication Fund	0	0	0	0	0	0.00
		Subtotal	1,343,400	1,311,400	0	-	-	0.00
		TOTAL GENERAL FUND REVENUES	16,560,540	17,244,401	11,161,010	152,449	160,893	-99.07
100	49300	Fund Balances Applied	0	0	0	0	0	0.00%

Attachment: #6 GENERAL FUND REVENUES (7435 : DRAFT 2019 Health Department Budget)

City of De Pere
2019 General Fund
Adopted Budget

REVENUES

Account Title				2017 Year End Actual	2018 Adopted Budget	2018 6 mos Actual	2018 Year End Estimate	2019 Dept Head Proposed	2019 / 2018 Budget % of Change
			TOTAL GENERAL FUND REVENUES	\$ 16,560,540	\$ 17,244,401	\$ 11,161,010	\$ 152,449	\$ 160,893	-99.07

Attachment: #6 GENERAL FUND REVENUES (7435 : DRAFT 2019 Health Department Budget)

Health & Human Services

Program Full Time Equivalents: 4.6

Program Mission:

The mission of the Health Department is to protect and promote public health across the lifespan through: education, policy development and valued services.

List of Program Service(s) Descriptions:

- 1) Public Health Nursing –Promote and protect the health of populations using knowledge from nursing, social, and public health sciences. Apply nursing and public health principles to assess, develop, implement, and evaluate care plans and health programs related to health promotion, disease prevention, and health protection services for individuals, families, and the community.
- 2) Public Health Sanitarian – Provide environmental health services to ensure the health and safety of the community. Provide weights and measures inspection services as required of municipalities by state statute.

Important Outputs:

- 1) Maternal child health programming/services – Activity funded by property tax and grant funding. Maternal child health programming is *required by state statute*. Services include, but are not limited to: community planning for coordination of service delivery, education to groups and individuals regarding development and health issues, linking individuals to essential community resources and gap filling services to include home visitation. Through the Community Partnership for children, visits are offered to all families at the time of their child’s birth to provide early intervention health education, referral and follow-up as needed to increase healthy outcomes, promote school readiness and assure a positive trajectory along the life course. Public Health Nurse home visits are completed based on medical provider referral, self-referral or based on nursing staff evaluation of risk factors identified at the time of birth.
- 2) Community Health Assessment/Improvement Planning-Time and effort is funded by tax levy and is *required by state statute*. Together with community partners, conduct assessment of leading health data indicators, choose priorities to focus efforts on and develop evidence-based community strategies to achieve measurable outcomes.
- 3) Injury prevention education/assurance: to include but not limited to child passenger safety – Activities funded by grant funding and property tax. *The assurance of injury prevention programming required by state statute*. Strengthen community infrastructure to provide a cross-section of services based on current data. For child passenger safety: an inspection and

education are provided for families of children less than eight years of age to ensure child safety while transported in a motor vehicle. Benefit to the residents is to ensure the safety of individual children and prevent injuries and fatalities.

- 4) Childhood and Adult Immunizations – Activity funded by grant funding, Wisconsin Immunization Program, fee for service revenue, and property tax. Childhood immunization programming is *required by state statute*. Vaccines are available at no charge for all children through 18 years of age who do not have insurance coverage for immunizations through the Wisconsin Immunization Program or who are Medicaid eligible. Vaccine can also be provided to adults depending on the type of vaccine and eligibility. If an adult is not eligible, private pay vaccine may be available. Increased vaccination of residents (children and adults) prevents the spread of vaccine preventable diseases. The health department also assures population health by monitoring vaccine compliance for children less than 24 months of age. Families are encouraged by several methods to complete the initial vaccination series. Completion of the initial vaccine series prevents the spread of vaccine preventable diseases.
- 5) Blood Pressure Screenings – Activity funded by property tax. Blood pressure screenings are provided bi-weekly at the De Pere Community Center and by appointment as needed. Resident benefit from this free screening service at a convenient location.
- 6) Communicable Disease Investigation and Follow-up – Activity funded by property tax and grant funding. Communicable disease programming is *required by state statute*. There are over 100 diseases that are required to be reported to local health departments by statute. Various levels of investigation and follow-up are required for each of the diseases or outbreak by the local health department to prevent the spread in our community. This output also includes tuberculosis control and prevention. Tuberculosis (TB) skin testing is available to the general public for a minimal fee. Local health departments are required by state statute to provide distribution of treatment for latent TB infection and follow-up for any active TB Infections to prevent the spread in the community.
- 7) Employee Health-Activity funded by property tax. Mandatory education is provided to all employees identified to be at risk for exposure to blood borne pathogens. TB skin testing, vaccinations, and wellness coaching are now being provided through the city's contract with Bellin Health.
- 8) Public Health Preparedness – Activity funded by grant dollars. Programs and planning are completed each year to meet the requirements of the Department of Health Services Contract. This program benefits the community by ensuring the health department's ability to respond to urgent public health matters.
- 9) Resident Complaint Investigation and Resolution -- Activity funded by property tax. Human health hazards investigation and resolution *required by state statute and city ordinances*. Resident concerns/issues are received and follow-up is completed in a timely manner.
- 10) Weights and Measure Inspections – Activity funded by program revenue. State statute requires municipalities to permit and inspect all businesses for compliance with weights and measures equipment ensuring consumer protection for weights and measures devices.

- 11) Establishment Licensing and Inspections (Department of Health Services and Department of Agriculture and Consumer Protection) – Activity funded by program revenue. An agent contract is in place under the Bridges of Fox River Consortium with the City of Menasha to provide licensing and inspections for all restaurants, temporary restaurants, hotel/motels, campgrounds, swimming pools, spas, tattoo & body piercing, school kitchens, recreational education camp establishments and temporary/permanent retail establishments. This program provides the community with establishments that are compliant with the Wisconsin state code ensuring the health and safety of those who patronize them.
- 12) Rabies Control – Activity funded by property tax. Follow-up is completed on all reported animal bites and exposures as *required by state statute and city ordinance* for the victim of the bite and the animal who bit. Benefit to the community is the prevention of rabies infection.
- 13) Childhood Lead Poisoning Prevention – Activity funded by grant funding. Blood lead levels of children are monitored and follow-up is provided to all families of children with elevated levels as *required by state statute*. Public education on lead also provided.
- 14) Public Health Education – Activity funded by property tax and grant funding. Education is provided to residents in a variety of ways including direct mailings to households, monthly De Pere Journal articles, city-wide newsletter contributions, up-to-date website, channel 4 contributions, educational presentations in the community, press releases, media interviews and individual education.
- 15) Radon Testing Program- Activity is funded by program revenue. Kits are provided to city residents at a nominal fee to allow residents access to test kits and education.

Expected Outcomes:

- 1) Avert vaccine preventable disease by assuring vaccine coverage rates are maintained and/or increased in select population cohorts.
- 2) Conduct surveillance, investigation and institute public health control measures for all suspect, probable and confirmed cases of communicable disease within the City of De Pere.
- 3) Prevent illness through the assurance of establishment compliance with food safety, environmental and hygiene standards.

2019 Performance Measures:

- 1) Conduct personalized reminder/recall activities for children that are behind schedule monthly provide to achieve an 84% city-wide immunization rate of 4 DtaP, 3 Polio, 1 MMR, 3 Hib, 3 Hepatitis B, 4 Pneumococcal and 1 varicella for De Pere children turning 24 months.
- 2) Health Department nursing staff will initiate the investigation of 100% of suspect, probable and confirmed cases of illness and disease within 72 hours in accordance with state statute.

- 3) Conduct education and follow-up to assure that food establishments are compliant with the state/local laws.
 - a. 95% of the establishments' specified re-inspections will document that priority violations are corrected within the stated timeframe on the inspection report.
 - b. Establishment complaint investigation will be initiated within 72 hours of receipt.

2018 Performance Measurement Data (July 2017 – June 2018):

- 1) Conduct personalized reminder/recall activities for children that are behind schedule monthly provide to achieve an 84% city-wide immunization rate of 4 DtaP, 3 Polio, 1 MMR, 3 Hib, 3 Hepatitis B and 1 varicella for De Pere children turning 24 months.
 - a. Result: The immunization rate for this age group is at 84% by 24 months of age.
- 2) Health Department nursing staff will initiate the investigation of 100% of reported suspect, probable and confirmed cases of illness and disease within 72 hours in accordance with state statute.
 - a. Result: Health department staff investigated 93% of disease reports within 72 hours. With the average time being 8.9 hours. (Weekends and holidays accounted for the investigation delay in the 7% that were investigated greater than 72 hours.)
- 3) Conduct education and follow-up to assure 95% of the establishment's critical violations identified are corrected within the stated timeframe.
 - a. Result: Only (2) establishment had critical /priority violations and corrections with one was corrected, one is still pending.
 - b. Result: Investigations for establishment complaints were initiated within 72 hours.

Significant Program Achievements:

This last budget year, the health department continued to focus on innovative health promotion programs within the City, while coordinating/connecting with broader health initiatives within the county and state. The Urban Orchard initiative of which the health department is the chair added (2) orchards in 2018. This project is cited as a promising practice to increase the access to healthy food options and links with a community health priority within the health improvement plan. One orchard was planted at De Pere High School. This orchard was planted by the students of De Pere High School Agriculture Club. The second orchard was planted by our parks department at Samantha Park in West De Pere. We continue to be a part of the "VERB-it's what you do" program which works to increase physical activity through tracking and incentives for tweens and their friends. The health department is doing educating and Ages and Stages developmental screenings at the Kress library during both Picnic and Play and Storytime. We are able to touch a large number of families during these programs educating them on lead poisoning, injury prevention, immunizations, family preparedness, health promotion and wellness topics. We were chair for the Northeast Wisconsin Immunization Coalition's Symposium this year held for 110 attendees at the Marq bringing in speakers from the Center for Disease Control, the State Immunization program and a personal

speaker, father of a young adult who died of a vaccine preventable disease. We also are chair for the Sexually Transmitted Infection workgroup for Northeast WI and have been instrumental in developing new interview documents and documents to share with medical providers to improve follow-up. We are chair of the Brown County Breastfeeding Coalition. We are focusing on the older adult through groups at the De Pere Community Center. We work in conjunction with the Aging and Disabilities Resource Center during our blood pressure clinics educating on various topics pertinent to their needs. We also give presentations to a woman's program on women's health issues.

There has been a change in our public health services in terms of emergency preparedness coordination. We no longer contract these services outside of the city. One of our public health nurses has taken on the responsibility of Emergency Preparedness Coordinator for the City of De Pere using Emergency Preparedness grant dollars. This allows for a direct working relationship with emergency management in De Pere and coordination efforts. We are now members of the Northeast WI Healthcare Emergency Readiness Coalition (NEW HERC).

We continue to partner with the Medical College of WI and St. Norbert College on various projects as well as mentoring their students to public health. We continue to mentor nursing students from the various institutions of higher education.

The health department continues to serve as a resource for local businesses for food and weights/measures licensing and inspection. The health inspectors of our consortium work diligently to assure that rules and regulations are followed while being very accessible to business owners to assist with questions and/or concerns that may arise throughout the license year. The health inspectors are involved in the monitoring of all special events being held within the city as well.

Existing Program Standards Including Importance to Community:

The health department's 10 essential services are the model program standards set forth by the U.S. Department of Health and Human Services and Centers for Disease Control and Prevention (CDC) for local public health departments. These essential services protect and promote the health of the community thus creating a healthier place to live, work and play. The standards are outlined below:

- 1) Monitor health status to identify and solve community health problems (i.e. Community Health Improvement Plan, maintain, advocate for and utilize vaccine and disease registries).
 - a. Allows for a common set of measures for the community to prioritize the health issues that will be addresses through strategic planning and action, to allocate and align resources and to monitor population-based health status improvement over time.

- 2) Diagnose and investigate health problems and health hazards in the community (i.e. investigations of disease outbreaks, coordinate activities for fee exempt Wisconsin State Lab of Hygiene testing in accordance with standing orders and state recommendations).
 - a. Allows for trending illness/disease, identification of changes or patterns and investigation of underlying causes or factors. Ready access to this information can curtail an outbreak if a common source is identified.
- 3) Inform, educate, and empower people about health issues (i.e. health education and health promotion partnerships with schools, churches, and work-sites. This could include media/social media outlets).
 - a. Allows residents make better informed healthy choices throughout their lives. Health promotion activities give individuals groups and communities greater control over conditions affecting their health.
- 4) Mobilize community partnerships and action to identify and solve health problems (i.e. coalition activities associated with the community health improvement plan. The three health issues that the partnerships are working on currently include: alcohol, nutrition (and physical activity) and oral health).
 - a. Allows for the sharing of resources and accountability in undertaking community health improvement. Relationships among private, public and non-profit institutions allow for networking, coordination, cooperation and collaboration achieving a common purpose).
- 5) Develop policies and plans that support individual and community health efforts (i.e. health department policies and plans as well as community policies and plans. This could include, but is not limited to: ordinances, codes, smoke-free policies, health department strategic plan, emergency preparedness plans and community health improvement plan).
 - a. Allows for an effective governmental presence at the local level. The development of policy to protect the health of the public assures public health practice aligns with the needs of the community.
- 6) Enforce laws and regulations that protect health and ensure safety (i.e. restaurant/hotel/tattoo inspections, health hazard enforcement, isolation /quarantine, school immunization requirements, communicable disease reporting/follow-up, etc.).
 - a. Protects the health and ensures safety for the residents and visitors.
- 7) Link people to needed personal health services and assure the provision of health care when otherwise unavailable (i.e. working with community partners in identifying populations with barriers to personal health services, knowing community resources and linking people to needed resources and providing “gap filling” services (as appropriate). Some gap filling services provided include: care coordination for children and youth with special health care needs, immunizations, home visitation, and car seat education/installation.
 - a. Allows for those with identified barriers, access needed community programming and health services.
- 8) Assure competent public and personal health care workforce (i.e. workforce certifications, licenses and education required by law/policy guidelines needed to provide public health services, provide mentoring opportunities for students/new graduates)
 - a. Allows for a competent workforce. The complexity of promoting health and preventing disease in a diverse society requires the public health workforce to continually learn and apply this new knowledge. Emerging needs are continuously changing and with that competencies and trainings will forever be evolving.

- 9) Evaluate effectiveness, accessibility, and quality of personal and population-based health services (i.e. at least every 3-5 years the local health department evaluates the accessibility and effectiveness of population-based health services collaboratively on a local level and state level (Community Health Improvement Plan and Healthiest Wisconsin 2020). At this time, documented progress towards goals are reviewed and discussed and revised as needed. Informal satisfaction surveys have also been implemented to improve upon gap filling personal health services provided within the local health department).
 - a. Evaluation of the accessibility/quality of services delivered allows for re-allocation of resources and re-shaping programs as needed within the health department and within the community.
- 10) Research for new insights and innovative solutions to health problems (i.e. linkages with UW systems that conduct research and obtain best practice and evidence-based recommendations for programming, monitor and research best practice information from other agencies and organizations on a local, state and federal level).
 - a. Innovation and the implementation of research-based programming within the health department or within the community, strengthens public health practice and ultimately benefits the health of the community.

Costs and Benefits of Program and Services:

The proposed 2019 Health Department program cost is \$545,337. Clinical and community preventive services provide important health benefits at a reasonable cost. Some preventive services are cost saving; others are cost-effective (i.e. every dollar spent on immunizations is projected to save \$18.40. Every dollar spent on community prevention is cited to save \$5.60~Robert Wood Johnson Foundation). Investing early and wisely in both clinical and community preventive services is essential if we are to successfully address the leading causes of death and disability, namely, chronic diseases and their risk factors. Essential services ensure the public's safety. The investment in primary prevention programming and services, decreases chronic disease and increases the quality of life for those who live, work and play in the City of De Pere.

2019 Program Goals:

- 1) Increase vaccination rates toward the long-term goal of 90% for all children completing primary vaccination series by two years of age.
- 2) Monitor, prevent, suppress and control communicable diseases in accordance with federal and state recommendations/guidelines.
- 3) Conduct timely inspections of licensed establishments to decrease environmental public health risks.

2019 Budget Significant Expenditure Changes:

- 1) Seminars and Conferences: Regional and State WALHDAB meetings \$150; Public Health Nursing Conference \$100; WALC conference \$200, STD Summit \$50, TB Summit \$15, Alcohol Policy conference \$125, Prevent Suicide conference \$75, Environmental Health Conferences \$400; Dept. of Agriculture and Family Services Food conferences \$100; and required state conference for Weights and Measures program \$300.
- 2) Cell/Radio account has been redistributed. Cell phone for the sanitarian will be under “Cell/Radio account” along with health director’s. The addition of the nurses’ phone is needed for their clients to be able to reach them via call or text for communicable disease follow-up and home visits will be reimbursed under the Communicable Disease grant dollars. Radios will be reimbursed under the Preparedness grant dollars.
- 3) Memberships/Subscriptions: Wisconsin Public Health Association \$200, Wisconsin Association of Local Health Departments and Boards (WALHDAB) \$410, Wisconsin Environmental Health Association \$40, and Wisconsin Association of Weights and Measures \$30, Wisconsin Certified Lactation Counselors Association (WALC) \$25.
- 4) Medical supplies decreased \$2,000 due to cost trends and discontinuation of employee health activities.
- 5) Mileage reimbursement will be withdrawn from the perspective grant the mileage is used for, which will decrease the general mileage reimbursement expended by the department.
- 6) Hourly wages: This is the anticipated wage for the office assistant for 2019.
- 7) Equipment maintenance: This amount has been reduced to reflect prior trends of equipment maintenance needs in the past.
- 8) Grants: Immunization Outreach \$7,237, Preparedness \$33,933, Prevention \$4,326, Communicable Disease \$3,600, Maternal Child Health \$10,673, Lead \$1,724.
- 9) Consulting: Represents the annual payment to the City of Menasha for the Fox River Consortium agent contract program for licensed establishment inspections.

City of De Pere, Wisconsin**Request For Board of Health Action**

MEETING DATE: September 17, 2018
DEPARTMENT: Health Department
FROM: Deborah Armbruster
SUBJECT: DRAFT 2019 Board of Health Budget

ATTACHMENTS:

- #15 Board of Health (PDF)
- 54110 Board of Health 2019 (PDF)

Board of Health

Program Full Time Equivalents: 0

Program Mission:

To act as a policy forming body for health department staff in efforts to protect and promote the health of City of De Pere residents.

List of Program Service(s) Descriptions:

- 1) Medical Advisor: Provides medical orders and advisement to the Health Officer and staff.
- 2) Fiscal Approval: Approve annual budget that meets the public health needs of the community at an amount acceptable to the community.
- 3) Policy Development: Review local policies and standards for public health services provided by health department staff.

Important Outputs:

- 1) Approval of Health Department Policy and Procedures: Activity funded by property tax. Policy and procedures provide for consistent services provided to the community.
- 2) Approval of Annual Budget: Activity funded by property tax. The annual budget provides for the operation of health department services. This allows the community to have input into the funding utilized to support public health programming.
- 3) Advisement to Health Officer and staff: Activity funded by property tax. Required by state statute. Provides standing orders for medical services provided and program guidance for services to meet the community's needs.

Expected Outcomes:

- 1) Maintain or increase the health of community members by assuring the provision of public health services according to Wisconsin State Statute, standing orders and established department policy and procedures.
- 2) Maintain or increase the number of public health services provided to the community at the lowest possible cost.

2019 Performance Measures:

- 1) Assure annual review of health department strategic plan and updates to the agency's policy and procedures by May of each year.
- 2) Recommend at least 1 health policy to the City Council for consideration/adoption.

2018 Performance Measurement Data (July 2017 – June 2018):

- 1) Assure annual review of health department strategic plan and updates to the agency's policy and procedures by May of each year.
 - a. Result: The board of health reviewed the agency's policy/procedures on 3/19/2018.
- 2) Recommend at least 1 health policy to the City Council for consideration/adoption.
 - a. Result: The Board of Health gave their support to the new non-discrimination ordinance Section 9-1 that was passed in 2018. Also the Board gave their support for the Mental Health Initiative which will be started in August 2018 in conjunction with the Medical College of Wisconsin.

Significant Program Achievements:

The Board of Health has been very supportive of the agency's strategic plan and assisting with community connections to achieve success with the components of the plan. In addition, the Board of Health has been actively engaged and attending regional WALHDAB meetings to stay abreast of public health policy/program initiatives that are occurring regionally and across the State.

Existing Program Standards Including Importance to Community:

- 1) Conduct at least quarterly meetings of the Board of Health.
 - a. Community Importance.
 - i. Provides opportunity for required actions of the board.
 - ii. Allows opportunity for community involvement.
 - iii. Required by state statute for all local health departments.

Costs and Benefits of Program and Services:

The adopted 2019 Board of Health program cost is \$1,722. The program benefits the community by allowing for resident involvement of board members in the policy development and public health programming. In addition, the Board supports health department programming that promotes healthy lifestyles and protects health through health education, policy development and valued services.

2019 Program Objectives:

- 1) Develop policy and provide leadership that emphasizes public health needs and that advocates for equitable distribution of public health resources and/or environmental changes improving health and quality of life.
- 2) Regularly and systematically collect, assemble, analyze and make available information on the health of the community, including statistics on health status and community health needs.

2019 Budget Significant Expenditure Changes:

- 1) Reduce training expenses to reflect prior trends of training dollars used in the past.

City of De Pere
2019 General Fund
Adopted Budget

EXPENDITURES

Account Title				2017 Year End Actual	2018 Adopted Budget	2018 6 mos Actual	2018 Year End Estimate	2019 Dept Head Proposed	2019 / 2018 Budget % Of Change
BOARD OF HEALTH									
Account Number PERSONAL SERVICES									
100	54110	124	Hourly Wages Board of Health	\$ 1,500	\$ 1,500	\$ 750	\$ 1,500	\$ 1,500	0.00%
100	54110	150	FICA	20	22	13	22	22	0.00%
100	54110	190	Training	30	300	0	-	200	-33.33%
			Subtotal	1,550	1,822	763	1,522	1,722	-5.49%
			TOTAL	\$ 1,550	\$ 1,822	\$ 763	\$ 1,522	\$ 1,722	-5.49%

City of De Pere, Wisconsin

**Request For Board of Health Action**

MEETING DATE: September 17, 2018

DEPARTMENT: Health Department

FROM: Deborah Armbruster

SUBJECT: Verbal comments on outcome of 140 review

City of De Pere, Wisconsin**Request For Board of Health Action**

MEETING DATE: September 17, 2018

DEPARTMENT: Health Department

FROM: Deborah Armbruster

SUBJECT: Environmental Health Updates regarding Nuisance complaints/Health Hazards

ATTACHMENTS:

- Board of Health Meeting9-17-18 (PDF)

Board of Health Meeting

9-17-18

5:15 – 6:15 pm

2. Sanitarian Program Update

1. Nuisance Complaints/Health Hazards(YTD) – 20 for 2018, 7 since 5/21/18 BOH Mtng
 - a. Miscellaneous Debris in Yard Complaint (214 N. Superior Street)
 - b. Animal Waste(1612 LeBrun St)
 - c. Garbage/Debris in Yard(810 3rd St)
 - d. Chicken Free Ranging/Running At Large(813 Morning Glory Lane)
 - e. Animal Waste(645 Reid Street)
 - f. Noise/Dismantling Cement Plant(Lawrence Drive)
 - g. Animal Waste(1926 Terry Lane)
2. Training Provided
 - a. City Pool Food Concession Stand Food Safety Training(10 people)
 - b. County Fair Food Vendor Food Safety Training(20 people)
 - c. Brown County 4H Food Safety Training(30 people)
3. Outdoor Festivals
 - a. Kickin' It With The Cows(June 28, 2018)
4. Success Stories
 - a. Asian Buffet (Food Safety/Sanitation)
 - b. Luna Coffee (ROP/Food Safety Modification)
 - c. Island Sushi (HACCP Record Keeping)
 - d. Alpha Delights(Variance/HACCP/Food Processing Modification)
 - e. Worm Farm Odor
 - f. First United Presbyterian Church (Monthly Meals for Underserved Population/People-In-Need)

City of De Pere, Wisconsin

**Request For Board of Health Action**

MEETING DATE: September 17, 2018

DEPARTMENT: Health Department

FROM: Deborah Armbruster

SUBJECT: Community Health Updates concerning staff trainings,community outreach, communicable disease

ATTACHMENTS:

- CD Report YTD 9-12-2018 (PDF)
- mental health outreach flyer (PDF)
- De Pere Health Department Outreach Activities May 2018 - sept 2018 (PDF)
- Health Department Trainings and Conferences May 2018 - September 2018 (PDF)

Cumulative Report

13.a

Date Type: Closed

Date Range: 01/01/2018 to 09/12/2018

Incident Jurisdiction:

Health Jurisdiction: Health Jurisdiction

Outbreak Jurisdiction:

Transmission Status:

Resolution Status: Confirmed, Probable, Suspect, Zika+ Not A Case

Process Status:

Prepared By: WEDSS (Preparer's Title)

Telephone: 9885297959

Fax: 9848999801

All diseases except HIV and Lead

<u>Disease Name</u>	<u>Number of Incidents</u>
CAMPYLOBACTERIOSIS	3
CHLAMYDIA TRACHOMATIS INFECTION	55
CRYPTOSPORIDIOSIS	6
CYCLOSPORIASIS	2
E-COLI, SHIGA TOXIN-PRODUCING (STEC)	7
GIARDIASIS	4
GONORRHEA	4
HEPATITIS B, CHRONIC	1
HEPATITIS C, CHRONIC	3
LYME DISEASE (B.BURGDORFERI)	5
LYME LABORATORY REPORT	6
MYCOBACTERIAL DISEASE (NON-TUBERCULOUS)	2
PERTUSSIS (WHOOPING COUGH)	4
SALMONELLOSIS	2
SHIGELLOSIS	1
STREPTOCOCCAL DISEASE, INVASIVE, GROUP A	1
STREPTOCOCCAL DISEASE, INVASIVE, GROUP B	1
SYPHILIS, EARLY NON-PRIMARY, NON-SECONDARY	1
SYPHILIS, PRIMARY	1
SYPHILIS, UNKNOWN DURATION OR LATE	2
TUBERCULOSIS, SCREENING	5
YERSINIOSIS	1

Information contained on this form or report which would permit identification of any individual has been collected with a guarantee that it will be held in strict confidence, will be used only for surveillance purposes, and will not be disclosed or released without the consent of the individual in accordance with Section 308(d) of the Public Health Service Act (42 U.S.C. 242m).

Date Type: Closed

Date Range: 01/01/2018 to 09/12/2018

13.a

Incident Jurisdiction:

Health Jurisdiction: Health Jurisdiction

Outbreak Jurisdiction:

Transmission Status:

Resolution Status: Confirmed, Probable, Suspect,
Zika+ Not A Case

Process Status:

Prepared By: WEDSS (Preparer's Title)

Telephone: 9885297959

Fax: 9848999801

Attachment: CD Report YTD 9-12-2018 (7411 : Community Health Updates concerning staff trainings,community outreach, communicable

Information contained on this form or report which would permit identification of any individual has been collected with a guarantee that it will be held in strict confidence, will be used only for surveillance purposes, and will not be disclosed or released without the consent of the individual in accordance with Section 308(d) of the Public Health Service Act (42 U.S.C. 242m).

MENTAL HEALTH OUTREACH SESSIONS

A forum to learn
about and talk about
mental health

A different mental health issue is covered at each monthly session

Topics include:

- * Depression
- * Anxiety
- * Substance Abuse
- * Insomnia
- * Eating Disorders
- * and more!

Watch the De Pere Health Department facebook page for monthly topic postings

Sessions are held at the
De Pere Community Center
600 Grant Street
in the Oak Room

the last Wednesday of the month at 6:30 pm

Sessions are free and open to everyone

Mental health is hard to talk about for far too many. Come and learn about mental health from Psychiatry Resident and hear firsthand experiences from community members.

Presented by the MCW - Northeastern Wisconsin Psychiatry Residency Program and De Pere Health Department.
Contact the De Pere Health Department for more information 920-865-3333

De Pere Health Department Outreach Activities May 2018 – September 2018

DE PERE HEALTH DEPARTMENT OUTREACH ACTIVITIES ADDITIONAL - May 2018			
Job/Activity	Name	Date	Notes
Tdap Mass Clinics - Hemlock and Westwood	Sara and Erin	05/08 & 05/09/2018	
Bike Rodeo - Helmet fitting	Erin	05/07, 05/08/18	
Tops - Mental Health Presentation	Sara and Erin	5/10/2018	
Suicide-The Ripple Effect Screening	Sara and Erin	5/14/2018	
Car Seat Install	Erin	5/10/2018	
Dark Sky E.M. exercise - B.C. EOC	Debbie	5/15/2018	
E.M. exercise at Fox Valley Tech	Sara	5/15/2018	
Tops- Bone Health Presentation	Erin and Sara	5/17/2018	
Dark Sky Red Cross Shelter	Sara	5/16/2018	
Bike Rodeo Assembly - Helmet Safety	Erin	5/18/2018	
Bike Rodeo - Helmet fitting	Erin	5/21 & 5/22	
Table Talk - Mental Wellness Teens and Preteens	Erin	5/22/2018	
Car Seat Install	Erin	5/25/2018	
Urban Orchard planting at De Pere High	Debbie	5/8/2018	

DE PERE HEALTH DEPARTMENT OUTREACH ACTIVITIES ADDITIONAL - June 2018			
Job/Activity	Name	Date	Notes
Fit Testing at the Fire Dept	Sara	6/4/18, 6/5/18 and 6/6/18	
Upward Bound Presentation at SNC	Sara	6/6/2018	
Library Picnic and Play	Sara	6/27/2018	
Blood Pressure Clinic	Erin and Sara	6/6/18 and 6/20/18	
Car Seat Installs	Erin and Sara	6/25/2018	
Power Networking Meeting for BCBC	Sara	6/12/2018	
Library Storytime	Sara	6/27/2018	

Attachment: De Pere Health Department Outreach Activities May 2018 - sept 2018 (7411 : Community Health Updates concerning staff

DE PERE HEALTH DEPARTMENT OUTREACH ACTIVITIES ADDITIONAL - July 2018			
Job/Activity	Name	Date	Notes
Car Seat Installs	Erin & Sara	07/10/2018 & 7/23/2018	
TOPS Presentation Self Care	Erin & Sara	7/12/2018	
Car Seat Event	Erin	7/26/2018	
Library Picnic and Play	Sara	7/19/2018	
Library Storytime	Sara	7/31/2018	
Public Health Presentation to Medical College	Debbie	7/10/2018	

DE PERE HEALTH DEPARTMENT OUTREACH ACTIVITIES ADDITIONAL - August 2018			
Job/Activity	Name	Date	Notes
Bike Rodeo	Erin	8/6/2018	
Car Seat Installs	Erin and Sara	08/08/2018 and 8/23/2018	
TOPS Presentation - Medication Misuse	Erin and Sara	8/9/2018	
Blood Pressure Clinic	Erin and Sara	8/1/2018 & 8/15/2018	
State Lead Prevention Program Meet n Greet	Sara and Debbie	8/6/2018	
Lead Education in Free Little Libraries	Sara	8/15/2018	
Library Picnic and Play	Sara	8/29/2018	
Mental Health Outreach	Debbie	8/29/2018	

DE PERE HEALTH DEPARTMENT OUTREACH ACTIVITIES ADDITIONAL - September 2018			
Job/Activity	Name	Date	Notes
Blood Pressure Clinic	Donna - Volunteer	9/5/2018	
Car Seat Installs	Erin and Sara	9/6/2018	
QPR Presentation	Erin and Sara	9/12/2018	
TOPS-Presentation on Diabetes	Erin and Sara	9/13/2018	
140 Review with State DHS	Debbie, Sara, Erin, Kelly and Dale	9/10/2018	

Health Department Trainings and Conferences May 2018 – September 2018

DE PERE HEALTH DEPARTMENT TRAININGS/CONFERENCES/CE - May 2018			
Job/Activity	Name	Date	Notes
Family Assistance Center Training	Sara	5/2/2018	
Retail Motor Fuel Training	Dale	5/22 - 5/23/18	
PHEP Q&A	Debbie and Sara	5/2/2018 & 5/29/18	
Lymes Disease Prevention webinar	Debbie and Erin	5/3/2018	
Dark Sky E.M. exercise - B.C. EOC	Debbie	5/15/2018	
WPHA Conference	Erin, Sara & Debbie	5/23 & 24	
WEDSS Training	Erin	5/22/2018	
Self defense training	Debbie, Erin, Sara, Kelly and Dale	5/30/2018	
WALHDAB	Debbie	5/10/2018	
Retail Motor Fuel Training	Dale	5/22&5/23/2018	

DE PERE HEALTH DEPARTMENT TRAININGS/CONFERENCES/CE - June 2018			
Job/Activity	Name	Date	Notes
Epidemiology in Action Training	Erin	6/4 - 6/15/2018	
PHEP Q&A	Sara and Debbie	6/26/2018	
GrapeVine Conference	Sara	6/18/18 and 6/19/18	
CD Webinar	Debbie, Erin	6/19/2018	

DE PERE HEALTH DEPARTMENT TRAININGS/CONFERENCES/CE -July 2018			
Job/Activity	Name	Date	Notes
WEDSS Monthly Training	Erin	7/9/2018	
CD Monthly Webinar	Erin	7/10/2018	
Suicide & Bullying: Preventing Suicide through Collaborative Upstream Interventions Confirmation	Erin	7/24/2018	
Red Cross Online Training	Sara	7/3/2018	
PHEP Q&A	Debbie and Sara	7/10/2018 & 7/24/2018	
WALHDAB	Debbie	7/12/2018	

DE PERE HEALTH DEPARTMENT TRAININGS/CONFERENCES/CE -August 2018			
Job/Activity	Name	Date	Notes
VFC Webinar	Erin	8/2/2018	
Latent Tuberculosis Infection (LTBI) as a Reportable Condition Webinar	Erin	8/9/2018	
CD Monthly Webinar	Erin	8/14/2018	
School Immunization Webinar	Erin	8/23/2018	
Governor's Conference	Sara	08/22 & 8/23/2018	
2018 Wisconsin Coroner and ME Regional Training in S	Debbie	8/16/2018	
Mass Vaccination WIR Webinar	Debbie	8/23/2018	
WIR Vaccines for Children Open Forum Webinar	Erin	8/30/2018	
Immunization: You Call the Shots-Module Ten-Storage and Handling - 2018 (Web-based)	Erin, Debbie, Kelly, Sara	8/2/2018	
PHEP Q&A	Debbie and Sara	8/7/2018	
WEDSS Update Training	Sara	8/14/2018	
140 review for Immunization program with Debbie, Erin, Sara, Susan Nelson	Debbie, Erin Sara	8/20/2018	

Attachment: Health Department Trainings and Conferences May 2018 - September 2018 (7411 : Community Health Updates concerning staff

DE PERE HEALTH DEPARTMENT TRAININGS/CONFERENCES/CE -September 2018			
Job/Activity	Name	Date	Notes
Vaccine Education Webinar	Erin	9/12/2018	
MCH Health Equity Objective	Erin	9/12/2018	
GETS/WPS Training	Sara, Erin, Debbie, Dale	09/17 & 09/18/2018	
2018-19 Seasonal Flu Recommendations and Communications Messaging	Erin & Debbie	9/17/2018	
PHEP Q&A	Debbie and Sara	9/4/2018	
WALHDAB	Debbie	9/13/2018	
140 Review Regional Meeting	Debbie, Erin, Sara, Kelly and Dale	9/10/2018	

City of De Pere, Wisconsin

**Request For Board of Health Action**

MEETING DATE: September 17, 2018

DEPARTMENT: Health Department

FROM: Deborah Armbruster

SUBJECT: Discussion of Board of Health Meeting time

The Board of Health members would like to discuss the current starting time of the Board of Health meetings. Currently the meeting starts at 5:15pm. Consideration would like to be given to an earlier start time. Discussion will include all board member schedules and their availability to attend at an earlier time.

City of De Pere, Wisconsin**Request For Board of Health Action**

MEETING DATE: September 17, 2018

DEPARTMENT: Health Department

FROM: Deborah Armbruster

SUBJECT: Public comment on Matters not on the Agenda

City of De Pere, Wisconsin**Request For Board of Health Action**

MEETING DATE: September 17, 2018

DEPARTMENT: Health Department

FROM: Deborah Armbruster

SUBJECT: Future Agenda Items

City of De Pere, Wisconsin**Request For Board of Health Action**

MEETING DATE: September 17, 2018
DEPARTMENT: Health Department
FROM: Deborah Armbruster
SUBJECT: Adjournment
