BOARD OF HEALTH MEETING
CITY OF DE PERE, WISCONSIN – September 17, 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, September 17th at 4:30 p.m.

1. **Call to Order**

The meeting was called to order by Dennis Hibray at 4:41 pm.

2. Roll Call

Roll call was taken and the following members were present: Pat Finder-Stone, Casey Nelson, Dennis Hibray, and Ryan Jennings. Dr. Michael McHenry and Dr. Richard Erdman were absent. Also present were Deborah Armbruster, Dale Schmit and Kelly Burke. Public attendee was Amber Hughes (a nursing student).

3**. Approval of May 21, 2018 Meeting Minutes**

Pat Finder-Stone made a motion, seconded by Casey Nelson to approve the minutes of the May 21, 2018 Board of Health Meeting. Upon vote, motion passed unanimously.

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.**

Debbie Armbruster talked to Judy in the City of De Pere Legal department regarding this issue because we had a facility we needed to close down. Debbie felt it was appropriate to have the Board of Health involved in these types of issues because the Board of Health is usually already aware of the problems occurring in the establishment. The City Council did approve the Board of Health to be the governing board over suspension and revocation of licenses. The Board of Health will need to call a special meeting to deal with these issues as they arise. Ryan Jennings questioned the wording in ordinance 18-17, section 106-2. He wanted to verify that this section only applied to the Weights & Measures and Health Department establishment licensures. Ryan Jennings will follow up with Judy regarding his concerns. Ryan Jennings made the motion to approve the ordinance. The motion was seconded by Pat Finder-Stone. Upon vote, the motion passed unanimously.

5. Review and Approval of Fee Structure Changes for Licensed Establishments

Debbie Armbruster reported that we are due to increase our fees for this program. Debbie reported that she felt a 2% increase was fair, but we had increased by 10% in the past. Our costs are currently $16,000 above our revenue for this program. Debbie took into consideration other health department fees prior to proposing a 2% increase. Debbie will work with Dale Schmit on increasing productivity to reduce some of our cost. The Board discussed options of increasing a higher percent now, and then not having to increase again next year. Ryan Jennings made a motion to increase 5% and round up to the nearest dollar.

After an open discussion, it was decided that De Pere would implement an increase of 8% and round up to the nearest dollar. Ryan Jennings amended his motion to raise the fees by 8% and round up to the nearest dollar. Pat Finder-Stone seconded the motion. Upon vote, the motion passed unanimously.

6. **Review and Approval of Fee Structure for Weights and Measures Program**

Debbie Armbruster reported that De Pere's weights and measures fees were developed when Chrystal was Health Officer and were based on what the state charged back then, which was $22 per scale. This does not take into consideration the complexity of the scale and the sealer's time. Debbie checked into other cities comparable to De Pere and no one uses our current fee structure. Debbie mimicked what Appleton was doing in developing the proposed fee structure. The new weights and measures fee structure will increase revenue by at least 10%. We are incorporating a processing fee which we did not have before. Our updated fee structure will include a more extensive device listing, therefore we may need to include definitions of the equipment with our cover letter to the businesses. We will need to investigate if businesses utilize some of the devices we inspect, such as electronic pill counters. Our weights and measures equipment is inspected yearly by the state lab. Dale Schmit reported that jewelry scales require a special testing kit, which he borrows from the state when needed. Casey Nelson made a motion to approve the fee schedule. Ryan Jennings seconded the motion. Upon vote, motion passed.

7. **Review and Approval of Policy and Protocol Update – Permits and Licensing**

Debbie reported that we needed to include the Bridges of Fox River Consortium language in our Permits and Licensing protocol. De Pere pays Menasha $8,350 or its services, and De Pere pays the 10% owed to the state to Menasha. Menasha then sends one check to the state for the consortium. Casey Nelson made a motion to approve the updates. Pat Finder-Stone Seconded the motion. Upon vote, the motion passed.

8. **Review and Approval of Protocol Update – Blood Pressure Screening**

Debbie Armbruster reported that our old blood pressure protocol said to auscultate the pulses, but that is not current practice. We have a volunteer nurse doing blood pressure screenings who was an instructor at NWTC. She caught that this protocol needed updating. Casey Nelson questioned if we should include calling EMS in our protocol in the cases of medical emergency. Debbie will amend the protocol to include this. Ryan Jennings questioned the individual health education in the protocol. Debbie explained we give the clients pamphlets and that we do address diet, exercise, medications, etc., but not all at once. Debbie believes it is still to our advantage to continue these clinics because we do them in conjunction with the ADRC, which allows us to reach more people. We have been able to market our other programs through these screenings, such as our stay at home assistance program. Pat Finder-Stone moved to approve the protocol with the additions Casey Nelson mentioned. Ryan Jennings seconded the motion. Upon vote, the motion passed.

9. <u>DRAFT 2019 Health Department Budget</u>

Debbie Armbruster asked if the Board had any recommendations on this budget. Dennis Hibray asked the time frame for Dale Schmit to be standardized. Dale explained it would probably be completed at the end of 2019. We are committed with Menasha until June 30, 2019 and our consortium contract can be renewed every year. Todd Drew will serve as our standard until Dale becomes standardized. Ryan Jennings questioned our budget discrepancy between 2018 and the proposed budget. This is due to Dale's salary being cut and Kelly's position wasn't filled yet for part of the budget. Dennis Hibray questioned page 29, a 7.4% change which has to do with Sara's activities. As far as the bottom line, our budget will be adjusted in certain areas. The Sanitarian and Health Director salaries will increase, but our total budget increase will be modest. We are no longer paying for employee flu vaccines and have cut down our medical expense budget. Debbie pointed out that mileage reimbursement will be an overage this year because mileage was not being applied to the grants as it should have been. Dennis Hibray questioned why it is titled "Health & Human Services". Debbie stated that is the way it always was. Dennis would like to see the title changed, since we do not provide Human Services. Debbie will relay this message. Casey Nelson made a motion to accept the budget as proposed. Ryan Jennings seconded the motion. Upon vote, the motion passed.

10. <u>DRAFT 2019 Board of Health Budget</u>

The budget decreased $100 because it is not being used. It may be used for meetings the board members would like to attend.

11. <u>Verbal comments on outcome of 140 review</u>

Debbie Armbruster reported that at her WALHDAB meeting, Chris Culotta, the regional leader said he had a few excellent reviews, which we were part of. We will not have our letter from Karen McKeown for a couple months. The review went well. Dennis Hibray and Pat Finder-Stone were present at the review, which was great. The health department staff did excellent. Larry Delo and the Mayor were also present for part of the review. We will plan to have our certification presented at the City Council meeting. This review certifies us as a Level 2 Health Department for 5 years.

12. <u>Environmental Health Updates regarding Nuisance complaints/ Health Hazards</u>

Dale reported that we have had 7 additional nuisance complaints since our last meeting. The complaints have involved garbage in yards, chickens running free, noise, and animal waste. The noise one is not yet resolved.

Dale participated in a 4-H video chat meeting with 30 people regarding food safety. Dale also met with the County Fair food vendors of about 20 people. “Kickin’ It with the Cows” was twice as big as last year. The person in charge of food was new, so it was a little chaotic this year.

Success stories: We have had no further odor complaints on the worm farm composting since implementing the recommendations from the DNR. First United Presbyterian church started meals for people in need. Dale inspected them because they are now serving monthly and have exceeded the 3 public meals per year. Asian Buffet closed for a few days to clean everything up and the owner is doing well, just needs to remember to label everything when he dates it. A lot of time and education went into this establishment and the owners are now doing very well.

Dennis Hibray requested that Dale Schmit change the annual report to reflect the percent of establishments inspected during the year.

13. <u>Community Health Updates concerning staff trainings, community outreach, Communicable disease.</u>

The communicable disease report shows that chlamydia is the biggest issue in De Pere. Debbie reported that the mental health outreach is going great. We had 40 people at the first one. The psychiatric resident was excellent and her presentation was very engaging. People stayed after and asked questions. Congratulations to Casey Nelson for his work with this.

14. <u>Discussion of Board of Health Meeting time</u>

Dennis Hibray reported that Pat Finder-Stone has conflicting meetings tonight and for our next meeting. Our current meeting time is Monday at 5:15 pm. Many members are working during the day. Pat Finder-Stone questioned if the meeting need to remain on Mondays, or if we can switch evenings. Deb reported that Dr. Erdman works in Appleton, and cannot get here prior to 5:15 pm. Ryan questioned if we could send out a Google Doodle to take a poll of the best days and times for meetings. Kelly Burke will send out a Google Doodle to come up with future meeting times. Possible considerations would be having the doctors on a video conference call. Based on poll results, the board will determine the next meeting date. If we can’t find a common day and time that works for everyone, we will go back to our normal schedule of the 3rd Monday of the month. We can discuss it further at the next meeting.

15. <u>Public Comment on Items not on the Agenda</u>

No public comments were made.

16. <u>Future agenda items</u>

We will follow up on the Board of Health meeting dates and times at the next meeting.

17. <u>Adjournment</u>

Casey Nelson made a motion to adjourn the meeting. Ryan Jennings seconded the motion. The meeting adjourned at 6:12 pm.

Respectfully Submitted,
Kelly Burke
Health Department Office Assistant