

**BOARD OF HEALTH MEETING
CITY OF DE PERE, WISCONSIN – September 15, 2014**

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 15th at 5:15 p.m.

1. Roll call was taken and the following members were present: Mike Donovan, Pat Finder-Stone, Jim Kneiszel, Dr. Michael McHenry, Chrystal Woller, and Julie Switzer. Also present were Nursing students, Alicia Radliff and Heather Boucher. Dr. Erdman arrived at 5:30pm.

2. Approval of May 19, 2014 Meeting Minutes

Pat Finder-Stone made a motion, seconded by Jim Kneiszel to approve the minutes of the May 19, 2014 Board of Health Meeting. Upon vote, motion passed unanimously.

3. Sanitarian Program Update

The sanitarian position is included in the 2015 budget, and will be posted in October, with interviews to be scheduled in mid-November, and the position filled in December, 2014. It was at the recommendation of the Board of Health that the requirements will be relaxed for this position. This position will be required to obtain a registered sanitarian license within 4 months of being hired. This person will shadow the Regional supervisor for the State Department of Health Services. The contract the department currently has with the State Department of Health Services runs through June 30th, 2015, therefore the person hired will have time to train before the start of the 2015 contract year. Dr. Michael McHenry made a motion, seconded by Pat Finder-Stone to support the general restructuring of the sanitarian position to mirror other single staff health departments throughout the state. Upon vote, motion passed unanimously.

4. Review and Approve Proposed 2015 Health Department and Board of Health Budgets

The biggest change in the budget is that the sanitarian position is included. A .4 nursing position was asked for but did not make it into the 2015 budget. The salary line item changed due to the reclassification of the nursing positions from hourly to salaried. The department has received a new radon grant for \$2500 for 2015. The Performance Measure data has seen a 2% rise in 2014. 83% of children turning 2 in De Pere have received all of their required vaccines. There is \$400 in the 2015 budget for Board of Health member training. Pat Finder-Stone, made a motion, seconded by Dr. Michael McHenry to approve the budget. Upon vote, motion passed unanimously.

5. YTD Communicable Disease Report

Chrystal stated that the most reportable CD is chlamydia, followed by gonorrhea, and Hepatitis C. There have been several suspect mumps cases in De Pere. No reports of Entovirus D68 in the City, although it is not a virus that is reportable to the health department. Dr. Michael McHenry made a motion, seconded by Jim Kneiszel to accept the report and place it on file. Upon vote, motion passed unanimously.

6. YTD Health Hazard/Nuisance Update

YTD there have been 33 complaints to the health department. There have been 16 complaints since the last report, including, odor, dog feces, garbage accumulation, vermin, free ranging chickens and hoarding. Pat Finder-Stone made a motion, seconded by Mike Donovan to accept the report and place it on file. Upon vote, motion was passed unanimously.

7. Outreach/Prevention Activities

Activities include:

- Media interview/E-cigarettes-Facebook
- Lime Disease Interview
- Blogging with Community Partnership for Children
- Bike Rodeo

- Mission of Mercy
- First Breath Press Conference in De Pere City Hall Council Chambers
- Disseminated blue green algae fact sheets to area veterinary clinics
- Food Pantry Distribution Education
- Lambeau Field Bike Helmet fitting
- Do 1 Thing/with Preparedness Partners-Mayor in Public Service Announcement
- Back to School Store
- Be the Light Walk
- Community Car Seat Clinic
- Humana Drug Drop
- Collected 88 lbs. of Prescription drugs in conjunction with Police Department

8. Chapter 140 Review Progress

By State Statute the 140 Review has to be done every 5 years. The review will be done September 26th at 9:00am, and will last approximately one hour. This review will be sent to the City Council. Jim Kneiszel and Mike Donovan will attend. Julie will email them to confirm. Pat Finder-Stone left at 6:15pm.

9. Smoking and Revocable Occupancy Permits Issued for Outdoor/Sidewalk Cafes

Chrystal stated that it has been brought to her attention that there has been smoking in the public right of way where there is a revocable occupancy permit issued by the city for outdoor sidewalk cafes. Chrystal wondered if the board would like to make it a condition of that permitting process to restrict smoking in those areas. The City has a process to issue a permit to those who want to have café tables/chairs in the public right of way outside of their business. Jim Kneiszel made a motion, seconded by Dr. Michael McHenry to have Judy Schmidt-Lehman draft an ordinance to prohibit smoking in these areas. This draft will be brought back to the Board of Health before it goes before the City Council. Upon vote, motion was passed unanimously.

10. CHIP Data in Day Summit

A community needs assessment is mandated by the IRS. Stakeholders are coming together to choose the health priorities to focus on. Hopefully the stakeholders will choose the current three priorities, which are – nutrition, alcohol, oral health. Save the date will be emailed through the United Way.

11. Public Comment on Matters not on Agenda

Flu Clinic dates set. October 15, 21, 27 & 29. Because they are mass clinics, no income restrictions, no insurance restrictions, no boundary limits. Jim Kneiszel was very impressed with the success of the the Be the Light Suicide walk.

12. Future Agenda Items

13. Adjournment

Upon motion by Jim Kneiszel, seconded by Dr. Michael McHenry, the Board of Health unanimously adjourned at 6:30pm.

Respectfully Submitted,
Julie Switzer
Health Department Secretary