



# Board of Health

335 South Broadway  
De Pere, WI 54115  
<https://www.deperewi.gov/>

## Regular Meeting

### Minutes

**Monday, August 14, 2023**

**5:15 PM**

**Council Chambers and Virtual**

P5:15 PM Meeting called to order on August 14, 2023 at Council Chambers and Virtual

1. Call to Order

The meeting was called to order at 5:15 PM by Board Member Dennis Hibray

Attendee Name	Title	Status	Arrived
Pamela Gantz	Aldersperson	Present	
Teresa Gulyas	Board Member	Present	
Dennis Hibray	Board Member	Present	
Michael McHenry	Board Member	Present	
Devin Perock	Aldersperson	Present	
Steve Stroman	Medical Director	Present	
Kelly Burke	Health Secretary	Present	
Deborah Armbruster	Health Director	Present	
Trista Groth	Environmental Health Sanitarian	Present	

3. Public Comment on Matters not on the Agenda. Comments made during the public comment period shall pertain only to matters under the jurisdiction of the Board of Health. §6-3(f) DPMC

No comments were made.

4. Approval of May 1, 2023 Meeting Minutes

Dr. Michael McHenry made a motion to approve the May 1, 2023 meeting minutes as written. Pamela Ganz seconded the motion. After a vote, the motion passed.

5. Consideration and possible approval of Draft of Health Department Budget 2024

Deborah Armbruster included the proposed budget numbers in the meeting packet. Deborah Armbruster explained that the Health Department still has some Covid grants, but our 2025 budget will be much different as those grants will be gone. Teresa Gulyas made a motion to approve the proposed budget. Pamela Ganz seconded the motion. After a vote, the motion passed.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>AYES:</b>	Gantz, Gulyas, Hibray, McHenry, Perock

6. Consideration and possible approval of Draft of 2024 Board of Health Budget

Deborah Armbruster explained that there is some funding in the budget for the Board of Health. This funding was used in the past for Board of Health members to attend the WALHDAB meetings in Appleton with Debbie. This covers the registration lunch fee.

Deborah Armbruster asked the Board's opinion on the narrative of the Health Department.

Teresa Gulyas asked why the 2024 department goals seem narrow compared to what the Health Department all does. Deborah Armbruster responded that the goals the department set are measurable and some of our programs do not have measurable goals. Teresa

Gulyas asked what Bingocize was. Debbie explained that this class met twice a week for 10 weeks and was focused on falls prevention. It is an evidence-based program that incorporates Bingo, education and exercise. Deborah Armbruster reported that the Health Department will offer Bingocize again in Fall with a nutrition segment. Deborah Armbruster highlighted other fall prevention activities in the department. Danielle Jauquet will be attending the senior picnic with giveaways for fall prevention. She will also be at the Freedom From Falls session at the Kroc Center. Teresa Gulyas asked if the Health Department planned on offering "Stepping On". Deborah Armbruster responded that herself and Erin had been trained in the past (pre-Covid) but there was not much interest by the residents. Dennis Hibray commented that the narrative did a nice job of putting things in perspective.

Dr. Michael McHenry made a motion to accept the proposed budget as written. Devin Perock seconded the motion. Upon vote, the motion passed.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>AYES:</b>	Gantz, Gulyas, Hibray, McHenry, Perock

7. Consideration and possible approval of proposed license fee increases for Agent Program for 2024-2025 licensing year

Deborah Armbruster explained that during Covid in 2020, Trista was not able to complete as many inspections. The establishments still paid their annual license fees, so we had a surplus of \$24,000 which we kept to cover any deficits and for educational expenses. Our expenses in 2021 were \$50.71 more than our revenue, which is good as we are supposed to break even with this program. However, in 2022, our expenses were \$9,096.56 more than our revenue. We used the surplus money from 2020 to cover this difference.

It has been 5 years since we increased our fees, so it is time to increase the fees to prevent another large deficit. The projected fee schedule is in the packet. A 10% increase will have the Agent program break even. Deborah Armbruster asked the Board to consider a 12% increase. This increase will go in effect as of July 1, 2024. Re-inspections have been a source of revenue for us in the past. However, Trista puts a lot of effort into educating the establishments when she does her inspections. This leads to fewer re-inspections needed, thus less revenue. This additional education improves our relationship with the establishments.

Dennis asked if our number of licenses has increased or decreased. Trista Groth responded that we have seen a 19% increase in establishments in the last 2 years. Deborah Armbruster added that 80% of Trista Groth's salary is covered by the Agent program, as well as 15% of Kelly Burke's salary and 5% of her (Debbie's) salary.

Dennis Hibray made a motion to adopt a 12% fee increase for the Agent program and round the figures to the nearest dollar, effective July 1, 2024. Pamela Ganz seconded the motion. Upon vote, the motion passed.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>AYES:</b>	Gantz, Gulyas, Hibray, McHenry, Perock

8. Discussion and possible approval of Lead grant initiatives, including the Wisconsin Lead-in-Water Testing and Remediation Initiative for 2023

Deborah Armbruster reported that Trista Groth and Sara Lornson put together a Lead toolkit for the healthcare providers. The De Pere Health Department starts following cases at a venous level of 3.5 or higher. Trista will go into the home and identify lead hazards as needed.

Lead in Water testing is a program we opted into in which we will test 10 childcare sites for lead in their water. We will collect first morning samples from all fixtures the children use for eating, drinking, cooking, cleaning and handwashing. The samples are sent to the state lab of hygiene. If lead is present, follow-up sampling will be done. If lead levels are still elevated, the state will pay a plumber for the fixtures to be replaced.

9. Updates on Falls Prevention Activities in progress including Bingocize through the LEAF grant and Mugs for Rugs for 2023

Deborah Armbruster explained that the department wanted to focus on injury prevention in 2023, so we offered the Bingocize program and Lead in Water testing initiative.

10. Health Department Renovation starting August 4 and completed by September 11, 2023

Deborah Armbruster reported that the Health Department staff is supposed to be back in our department September 11th. The department is ready to be painted. Debora Armbruster stated there will be a De Pere logo behind Kelly's desk. Per Deborah, the renovation is adding some square footage to our department as we are getting a conference room where the police front desk used to be. The nurses will have their own office now. The Health Department LTE employees will work in the conference room. Deborah informed the Board that our annual open house is September 23rd with the Fire Department.

11. Report on De Pere Health Department Outreach and Prevention Activities for May - July 2023

Deborah Armbruster asked if there were any questions about the outreach activities listed in the packet. No questions were asked.

The injury prevention activities the department has been doing include bike helmet fitting at Lambeau Field and car seat installations.

Deborah Armbruster, Sara Lornson and Danielle Jauquet attended the National night out in the new RV. The RV is being used for many events around the city.

12. Report on De Pere Health Department Trainings and Conferences for May - July 2023

Deborah Armbruster explained that the Health Department staff is able to do a lot of trainings due to the Covid funding we have. Covid funds were dispersed to help the Health Department get through Covid response and to reorganize what public health should be and where to go in the future after Covid. These conferences have been key in helping the health department determine our focus moving forward including training in health equity and diversity and inclusiveness. We (health department) anticipate that we will be able to continue attending conferences in 2024.

13. Communicable Disease Report for May - July 2023

Deborah Armbruster reported that another Covid vaccine will come out in Fall. It is commercialized, so the state will not provide it and the De Pere Health Department will not be able to offer it. The Vaccines for Children program will likely be able to give us vaccine, so we will be able to give it to children who qualify for the VFC program for

free. Adults without insurance should be able to get the new Covid vaccine through NEW Community Clinic.

Dennis Hibray asked about the RSV vaccine. Debbie responded that it is being promoted for age 65 and older. The health department will not carry it.

Dr. Stroman asked when the current Covid vaccine stock would end and when the Covid vaccine will transition to 3rd party payers. Deborah responded that the vaccine our department had from the state is expired, so we will not be receiving anymore vaccine from the old program. The vaccine is transitioning from the free to the commercialized vaccine now.

14. Status of Wis. Admin. Code Chapter Department of Health Services 140 Review for De Pere Health Department on November 7, 2023

Deborah Armbruster reported that the health department staff had a virtual meeting with the state to inform us of the information we need to submit for the 140 review. Deborah is in the process of submitting this information.

The 140 review is necessary due to a state statute that requires this review every 5 years to stay open as a health department.

Deborah Armbruster explained that there are 3 levels of health departments. Level 1 is the lowest level and level 3 is the highest, with the most services. We are currently a level 2 department.

Dennis Hibray added that Board of Health members may attend this. Teresa Gulyas stated she plans to attend. Dennis Hibray explained that the review process is the health department staff explaining the services they provide, and it is a justification for their existence.

15. Future Agenda Items

Dennis Hibray would like to discuss the RSV and new Covid vaccine for older adults.

Deborah Armbruster would like to discuss our workforce development plan and what each staff member is working on. Deborah would possibly like to talk about the results of the Lead in Water program. Deborah Armbruster reported that the health department received 24 Narcan kits and we will be using them at the community event with Police and St. Norbert in October. Deborah plans to report on this at the next meeting.

16. Adjournment

Teresa Gulyas made a motion to adjourn the meeting. Dr. Michael McHenry seconded the motion. Upon vote, the meeting was adjourned at 6:15 pm.

Any person wishing to attend this meeting who, because of disability, requires special accommodations should contact the Clerk'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

Respectfully submitted,  
Kelly Burke