



Board of Health

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

Regular Meeting

Minutes

Monday, August 12, 2024

5:15 PM

Council Chambers and Virtual

5:15 PM Meeting called to order on August 12, 2024 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	
Cassie Schandel	Medical Director	Absent	
Kelly Burke	Health Secretary	Present	
Chrystal Woller	Health Officer/Director	Present	

Student intern, Austin Kerbs was also present at the meeting.

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 public comments.

4. Approval of the May 13, 2024 Meeting Minutes

Devin Perock made a motion to approve the May 13, 2024 minutes. Teresa Gulyas seconded the motion. Upon vote, the motion passed unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Devin Perock, Aldersperson
SECONDER:	Teresa Gulyas
AYES:	Gantz, Gulyas, Hibray, McHenry, Perock

5. Discussion of the Draft FY2025 Health Department Budget

Chrystal Woller explained that the health department revenue budget is mixed with the city revenue. The health department has line items within the city budget. The public health revenue includes items such as selling radon test kits and private pay flu vaccines. This amount is very low, about \$400.

In reviewing the budget numbers, Chrystal Woller explained that our agent program revenue came in about \$10,000 over estimation due to the increase of fees this revenue cycle. Our expenses for the program have also increased.

The health department is receiving slightly more funding for our Consolidated Contract grant. The Health Department Covid-19 grant is decreasing as some funds are ending in 2024. The infrastructure grant will be about \$35,000 a year for three years.

Pamela Gantz asked about the decrease in expenses for the seasonal labor. Chrystal Woller explained that the previous limited term employee (LTE) staff have been

discontinued. The only seasonal staff we have is our seasonal intern and we contract with one of the community center staff to assist with Bingocize. Our current seasonal staff do not have benefits and Chrystal did not take De Pere benefits, so we have a decrease in the insurance and workers comp line items.

In the expense budget, we (health department) wanted to align the agent program and weights and measures with our actual expenses. Therefore we created a line item for the non personnel expenses for these programs. This will assist in tracking our actual expenses for these programs.

For the Agent program, the health department is required to pay the state a percentage of our revenue.

6. Discussion of the FY2025 Draft Board of Health Budget

Chrystal Woller reminded the Board that they have \$100 to spend on professional development. WALHDAB meetings are now bring your own lunch, so there is no expense for those.

7. Consideration and possible action on WI DHS Contract #62109-2 in the amount of \$9,239*

Chrystal Woller reported that the health department received an additional \$300 for DHS contract 62109-2. Dr. McHenry made a motion to approve the DHS contract 62109-2. Pamela Gantz seconded the motion. Upon vote, the motion passed unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Michael McHenry, Board Member
SECONDER:	Pamela Gantz, Alderperson
AYES:	Gantz, Gulyas, Hibray, McHenry, Perock

8. Consideration and possible action on the Valley Cabinet Quote and Agreement*

Chrystal Woller presented a quote from valley cabinet for new immunization room cabinets and countertop. This project will be funded by the Public Health ARPA grant. This has been approved by DHS. The current cabinets and countertop are peeling. Pamela Gantz made a motion to approve the Valley Cabinet quote and cabinet replacement. Teresa Gulyas seconded the motion. Upon vote, the motion passed.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Pamela Gantz, Alderperson
SECONDER:	Teresa Gulyas
AYES:	Gantz, Gulyas, Hibray, McHenry, Perock

9. Consideration and possible action on Affiliation Agreement between MCW & De Pere Health Department*

Chrystal Woller explained that this agreement is for a Medical College student (Master of Public Health) from Milwaukee who is wanting to do a project and rotation with the De Pere Health Department. The project is a Health in all Policies ordinance. This would be an ordinance that looks through a health equity lens. This would apply to all departments within the city. This project will be for 80 hours.

Teresa Gulyas made a motion to approve the agreement between MCW and De Pere Health Department. Pamela Gantz seconded the motion. Upon vote, the motion passed.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Teresa Gulyas
SECONDER:	Pamela Gantz, Alderperson
AYES:	Gantz, Gulyas, Hibray, McHenry, Perock

10. Consideration and possible action on FY2025 Wisconsin DHS TB Dispensary Contract*

Chrystal Woller explained this is a standard contract local health departments have in place. The State of Wisconsin offers to cover medical expenses related to active tuberculosis as a last resort. The expenses will first go through private health insurance and state health insurance. It is rare that we need to execute this contract. This has always been in place.

Dr. McHenry made a motion to approve the FY2025 DHS Dispensary contract. Devin Perock seconded the motion. Upon vote, the motion passed.

We do not have active TB in De Pere at this time.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Michael McHenry, Board Member
SECONDER:	Devin Perock, Alderperson
AYES:	Gantz, Gulyas, Hibray, McHenry, Perock

11. Consideration and possible action on the HSHS EpicCare Access Agreement*

Chrystal Woller explained that historically public health nurses need to request medical records for communicable disease follow up. This is very time consuming. With this agreement, health departments would be able to get restricted access to Epic just to obtain the records they need to close out cases. We need to have this agreement for each Health system. The purpose is to get the information more efficiently. The communicable disease cases are reported in the Wisconsin Electronic Disease Surveillance System, but also require treatment records which will now be obtained through EpicCare versus waiting for faxed records from the provider.

Pamela Gantz made a motion to approve the HSHS EpicCare Access Agreement. Devin Perock seconded the motion. Upon vote, the motion passed.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Pamela Gantz, Alderperson
SECONDER:	Devin Perock, Alderperson
AYES:	Gantz, Gulyas, Hibray, McHenry, Perock

12. Consideration and possible action on the Gunderson EpicCare Access Agreement*

This agreement is for EpiCare through Gunderson, for the same purpose as outlined in item 11 of the agenda. Teresa Gulyas made a motion to approve the Gunderson EpicCare access agreement. Devin Perock seconded the motion. Upon vote, the motion passed.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Teresa Gulyas
SECONDER:	Devin Perock, Alderperson
AYES:	Gantz, Gulyas, Hibray, McHenry, Perock

13. Consideration and possible action on the Program Performance Management Dashboard

Chrystal Woller reported that our student, Zach, who is the Calumet County Health Officer obtaining his Masters degree from Colorado State University, created this project. He worked alongside the staff to create a program performance management policy and dashboard. This is a tool to track our different programs. Health departments going for accreditation are moving to program performance management. This will be on the agenda every quarter to show our program progress. The metrics and programs may change over time. Our fee revenue collected by program is included on the dashboard. This will help us know if we are on track with our program progress. Goals and objectives are included in the dashboard as well. This dashboard will help us be more aligned with accredited health departments.

Chrystal explained that she is carefully watching the staff capacity for environmental health as we have many new establishments. At a certain thresh hold, we may need to consider adjusting Trista's duties.

Dr. McHenry made a motion to approve the program performance management dashboard. Pamela Gantz seconded the motion. Upon vote, the motion passed.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Michael McHenry, Board Member
SECONDER:	Pamela Gantz, Alderperson
AYES:	Gantz, Gulyas, Hibray, McHenry, Perock

14. Quarterly Report: Meetings/Trainings and Education/Outreach

Chrystal Woller proposed replacing the meetings and trainings spreadsheet with the new performance management dashboard that was just approved. Chrystal reported that the health department is doing social connectedness events in September. The Health Department is collaborating with the Mulva Cultural Center to show the "Join or Die" documentary and will have a joining fair at the event for people to join area civic groups.

15. Communicable Disease Quarterly Report

Danielle Jauquet compiled the communicable disease report. The health department will be doing flu vaccine clinics again this fall. We will have free flu vaccine for children, free flu vaccine for adults without insurance, and paid vaccine for adults with insurance. These clinics will be held at the health department.

16. Environmental Health Quarterly Report

Austen Kerbs, the Environmental Health Intern, reported that he has inspected roughly two dozen Tourist Rooming Houses. About half of those are new. There is an uptick for the NFL draft and Packer games. Beside inspecting TRH's, Austen also helps with restaurants and hotel inspections. Austen created newsletters for Sara to use at Picnic and Play at the Library. He has also created TV ads and other posters. Austen reported he has been doing both indoor and outdoor pool water sampling. He is a student at Concordia in Mequon, but resides in Appleton in the summer. Sara Lornson has taken over the animal bite follow-up, so that Trista can spend her time in the field.

17. Consideration and Possible Action to Approve Amending Section 106-4 of the De Pere Municipal Code Re: Tourist Rooming House Licensing Violations*

Chrystal Woller proposed an ordinance change to mirror adjacent jurisdictions. In April, Brown County raised their penalty for those who are not getting proper licensing and inspection for Tourist Rooming Houses up to \$2500. Our proposed ordinance revision

would be in line with our neighboring agencies. We want to make sure those renting out their properties have the appropriate safety measures of a licensed TRH.

Austen reported that a situation like this just happened where a property was unlicensed and had smoke detectors outdated by 20 years and carbon monoxide outdated by 10 years. That property is now compliant and licensed.

We are increasing our penalty in the De Pere ordinance to \$2500 to align with Brown County.

Teresa Gulyas made a motion to approve amending Section 106-4 of the De Pere municipal code. Dr. McHenry seconded the motion. Upon vote, the motion passed.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Teresa Gulyas
SECONDER:	Michael McHenry, Board Member
AYES:	Gantz, Gulyas, Hibray, McHenry, Perock

18. Future Agenda Items

No future agenda items were discussed.

19. Adjournment

Teresa Gulyas made a motion to adjourn the meeting. Devin Perock seconded the motion. Upon vote, the meeting was adjourned at 6:27 pm.

Respectfully submitted,
Kelly Burke