

**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.

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