

**BOARD OF HEALTH MEETING
CITY OF DE PERE, WISCONSIN – May 19th, 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, May 19th 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 was Chris Culotta, Regional Director of the Wisconsin Division of Public Health. Dr. Erdman arrived at 5:40pm.

2. Approval of March 17, 2014 Meeting Minutes

Pat Finder-Stone made a motion, seconded by Jim Kneiszel to approve the minutes of the March 17, 2014 Board of Health Meeting. Upon vote, motion passed unanimously.

3. Review & Approve Draft Resolution #BOH 14-01 Voicing Support for Regulation of E-Cigarettes.

This resolution would restrict the sale of e-cigarettes to minors in the City of De Pere. De Pere would be one of few cities in Wisconsin to have this resolution. Chrystal will forward resolution on to the WPHA, and other agencies. Pat Finder-Stone made a motion, seconded by Jim Kneiszel to accept this resolution and put it on the council agenda. Upon vote, motion passed unanimously.

4. CHIP Annual Report

Chrystal handed out Healthy Brown County 2020. This report was a joint effort with Brown County, and is on the HD website for public access. The HD is sponsoring EBT machines, to be used at Farmer's Markets, which will enable more people to have access to fresh fruits and vegetables. The HD is also working with the Mission of Mercy, which is a Dental Health Service Day in June. Dr. Michael McHenry made a motion, seconded by Pat Finder-Stone for the report to be placed on file.

5. Strategic Plan

The Strategic Plan was part of the performance measures in the 2014 Budget. Pat Finder-Stone, who thought the process and the product were great, and Mike Donovan participated in the planning meetings. Chris Culotta thought it was a great step forward for the HD. Dr. Michael McHenry made a motion, seconded by Jim Kneiszel to approve the plan and send it to the City Council. Upon vote, motion passed unanimously.

6. Agent Status Update

In accordance with the approved Strategic Plan, the Health Department has been tasked with assuring environmental service capacity. Chrystal asked for recommendation in the hiring of a sanitarian. She mentioned 2 options, trying to post and recruit again in the fall, or shared services with other jurisdictions. Chrystal thinks there is value in keeping services local, and there should be enough money in budget to hire a sanitarian through the end of the budget year. Pat Finder-Stone made a motion, seconded by Mike Donovan, to try and recruit for the sanitarian position again in the fall with less stringent requirements. Upon vote, motion was passed unanimously.

7. Approval of 2014 Revisions to Departmental Policy & Procedure Manual

Several new policies were added using a template, but individualizing to the specific needs of the Health Department. Was signed by Mike Donovan and Dr. Erdman. Mike Donovan made a motion, seconded by Dr. Michael McHenry to approve and place in file. Upon vote, motion was passed unanimously.

8. Health Hazards

There have been 16 Health Hazard complaints since the last BOH Meeting. 44% involved dog feces. Other complaints involved bed bugs, noise, abandoned pools and odors.

9. Outreach/Prevention Activities

Health Department staff has been involved in:

- Every 15 Minutes, a Drunk Driving Simulation
- 2 interviews involving mumps with local news stations
- Car seat installation event
- QPR(Quest, Persuade, Refer) at Kress Library at the end of May
- Suicide Prevention walk in September
- Do 1 Thing – Emergency preparedness initiative to get community prepared for any emergency
- Bike to School Day Event
- Media came and gathered e-cigarette information for feature

10. YTD Communicable Disease Report

The most common communicable disease in Wisconsin is Chlamydia. Department had 1 suspect case of mumps. 1 confirmed case of mumps in Brown County. There has been some norovirus in area nursing/assisted living facilities. The facilities are doing a good job of dealing with this virus. The HD has 10 specimen kits available to send to the State Lab of Hygiene for fee exempt testing.

11. Public Comment on Matters not on Agenda

12. Future Agenda Items

13. Adjournment

Upon motion by Jim Kneiszel, seconded by Mike Donovan, the Board of Health unanimously adjourned at 6:20pm.

Respectfully Submitted,
Julie Switzer
Health Department Secretary