

**BOARD OF HEALTH MEETING
CITY OF DE PERE, WISCONSIN – May 18, 2015**

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 18 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, Dennis Hibray, Chrystal Woller, Dale Schmit, and Julie Switzer.

2. Approval of March 16, 2015 Meeting Minutes

Mike Donovan made a motion, seconded by Dr. Michael McHenry to approve the minutes of the March 16, 2015 Board of Health Meeting. Upon vote, motion passed unanimously.

3. Strategic Plan Update

The Strategic planning process has been finished for about one year. Chrystal updated the board on the last section of the strategic plan, which is the work plan, including goals and timeline. The department has been working to keep the website updated, is keeping current on the Facebook page, sponsored a billboard on Main Street promoting adolescent immunizations, collaborated with 54218 to get electronic benefits machine to the De Pere farmers market, and also did a radon billboard. The department is also getting our information into City and other newsletters. Chrystal is involved in The Pathway Community Council with St. Norbert's College. Mike Donovan made a motion, seconded by Jim Kneiszel to add this update to our Board of Health agenda on an annual basis. Upon vote, motion passed unanimously.

4. Annual Agency Policy and Procedure Review

The department created a new policy and procedure for Ebola monitoring protocol. Dale drafted a standard letter to respond to requests for environmental assessments, which created a new policy and procedure. New policies and procedures were also written for the Special Noise Variance permit, to go along with the change in the noise ordinance. Other policies were revised. Dr. Michael McHenry made a motion, seconded by Pat Finder-Stone to place on file. Upon vote, motion passed unanimously.

5. Approval of \$500 Donation from UW Oshkosh for Nursing Preceptor Services

Dennis Hibray, made a motion, seconded by Pat Finder-Stone to accept the donation and send it to the City Council. Upon vote, motion passed unanimously.

6. DPH Grant Contract #27431 Amendment1 in the Amount of \$11,525

These funds are being received for work with Ebola. Technical equipment for the Situation room in conjunction with the Fire Chief, will be purchased with some of this grant money. The contract is from 04/01/15 through 09/30/2016. Dr. Michael McHenry made a motion seconded by Jim Kneiszel to accept this grant. Upon vote, motion passed unanimously.

7. YTD Communicable Disease Report

Communicable disease report includes suspect, probable, and confirmed cases. Mike Donovan made a motion, seconded by Jim Kneiszel to accept and place on file. Upon vote, motion passed unanimously.

8. YTD Health Hazard/Nuisance Complaints

Dale Schmit has investigated mold issues, sewer back-ups, noise complaints and animal waste complaints since the last BOH meeting. He also placarded a home unfit for human habitation, and had several animal bite follow ups. All the bite follow ups were negative for rabies.

9. Chicken Ordinance Review

Chrystal reviewed the City of De Pere Chicken Ordinance. The health department involvement is complaint-based, with only 1 complaint received to date. Permits are issued through the City Clerk's office. 9 permits were issued in 2015.

10. Sanitarian Update

Inspection reports will be available online starting July 1st. Dale has completed 26 inspections with the fire department and building inspection department for liquor licenses. 14 are remaining; with 10 being class A and 4 being class B. Dale has also done several pre-inspections for new businesses, with several new businesses pending. Dale will be returning to inspect St. Norbert's after a fire at Phil's on May 3rd. There have been several dog feces complaints, a noise consultation, sewer backup complaint, unlicensed dog complaints, and grease spilled in the parking lot of a restaurant. Temporary festivals begin Memorial weekend. DHS and DATCP merger is planned for January 1st 2016. 2 noise variance permits were issued.

11. Outreach/Prevention Activities

Activities Include:

- Participation in Every 15 Minutes, crash simulation at East De Pere High School
- St. Norbert College Pathway Community Council Meetings
- Elementary School Career Presentation
- Car Seat Event
- News Articles
- Collaboration with Fire Department/Home Safety Check Program
- MCH Injury Prevention Assessment
- Event For Families/NWTC
- Bike to School Day with Mayor Mike
- Police Bike Rodeo – Safety Event for 600 kids

12. Public Comment on Matters not on Agenda

14. Future Agenda Items

- E-Cigarettes

15. Adjournment

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

Respectfully Submitted,
Julie Switzer
Health Department Office Assistant