

**BOARD OF HEALTH MEETING
CITY OF DE PERE, WISCONSIN – May 16, 2016**

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, March 16th at 5:15 p.m.

Roll call was taken and the following members were present: Mike Donovan, Pat Finder-Stone, Ryan Jennings, Dennis Hibray, Dr. Michael McHenry, Dr. Richard Erdman, Chrystal Woller and Julie Switzer.

1. Approval of March 21, 2016 Meeting Minutes

Dennis Hibray made a motion, seconded by Dr. McHenry to approve the minutes of the March 21, 2016 Board of Health Meeting. Upon vote, motion passed unanimously.

2. Staffing Update

Sara Lornson is the new public health nurse. She started on May 10th, and will work 24 hours a week.

3. Strategic Plan Update

This plan is reviewed annually and was adopted in 2014. In 2016 competency assessment policy and staff development training logs will be worked on. The state provides training for quality improvement and performance management. Staff will be attending this training. Dennis Hibray made a motion, seconded by Dr. McHenry to accept and place on file. Upon vote, motion passed unanimously.

4. COOP (Continuity of Operations) Plan

This plan is a requirement of the preparedness grant that the department receives from the state, filtered down from the federal government. Anna Destree, an employee of the Brown County Health Department is contracted with the DPHD to assist with preparedness, and created this document. This is a template document, and if there were to be an emergency and the DPHD would have to be relocated, this document defines essential services and what the DPHD would be providing, and how these services would be provided. This plan also outlines mutual aid agreements with other local health departments. Essential services are also outlined in order of importance. Dr. McHenry made a motion, seconded by Pat Finder-Stone to accept and place on file. Upon vote, motion passed unanimously.

5. MOU Brown County Health Department Lab-Pool Testing

DPHD has a drafted MOU for the Brown County Health Department lab to conduct e-coli and total coliform bacteria testing for the City's recreational pools. This testing is outlined in state statute and is the 1st time the DPHD will be implementing this testing. There will be spot checks done at city pools, as well as pools at any of the hotels, St. Norbert's, apartments, including any pools or whirlpools that are used by the public. Pat Finder-Stone made a motion seconded by Dr. McHenry to accept and send to the city council after review by Judy Schmidt-Lehman, the city attorney. Upon vote, motion passed unanimously.

6. Sanitarian Program Update

All school inspections have been completed. Dale Schmit is working with the Fire Department and the Building Inspection Department to complete the liquor license inspections. He is also working on temporary permits for the various festivals held in De Pere. Invoices were sent for Weights and Measures. Weights and measures fees went down for this licensing period because of more devices being identified. Restaurant and Retail invoices will be sent by May 19th. The State DHS & DATCP merger is completed; however the state statutes have not been updated. The city ordinances will be updated after this happens. DSPS will be contacting the DPHD to set up an agreement for the tattoo and body piercing establishments. Dennis Hibray made a motion, seconded by Dr. McHenry to accept and place on file. Upon vote, motion was passed unanimously.

7. YTD Health Hazard/Nuisance Complaints

There have been 6 complaints since the meeting in March; noise, tire accumulation, bed bugs, chickens running at large, and dog feces. Pat Finder-Stone made a motion, seconded by Dr. McHenry to accept and place on file. Upon vote, motion passed unanimously.

8. YTD Communicable Disease Report

Chlamydia is the most common reportable disease. The state does all follow-up on Syphilis. Condoms were distributed to all local health departments by the state. Ryan Jennings made a motion, seconded by Dennis Hibray to allow the Health Department to distribute the condoms. Upon vote, motion passed unanimously. Dr. McHenry made a motion, seconded by Dennis Hibray to accept the report and place on file. Upon vote, motion passed unanimously.

9. Outreach/Prevention Activities

February Activities Include:

- Erin Bongers/Fire Department published car seat commercial
- Home safety education presentations for the elderly
- QPR training – Suicide - Question, Persuade, Refer
- Tdap school clinics – West De Pere and East De Pere
- Urban orchards at Westwood School & Brashier Parks
- Parents who Host Lose the Most – NBC 26- Chrystal interview
- Tick & mosquito season – NBC 26 – Chrystal interview
- Food Safety education for Celebrate De Pere – Dale Schmit
- Community Immunity presentation – HPV
- Healthy Kids Day – YMCA – injury prevention education
- Bike Helmet fitting at Foxview
- Ebola tabletop
- Medical college of Wisconsin – connecting students
- Every 15 minutes simulation

10. Public Comment on Matters not on Agenda

11. Future Agenda Items

12. Adjournment

Upon motion by Pat Finder-Stone, seconded by Dennis Hibray, the Board of Health unanimously adjourned at 6:05pm.

Respectfully Submitted,
Julie Switzer
Health Department Office Assistant