



Board of Health

Regular Meeting

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

Agenda

Monday, May 13, 2024

5:15 PM

Council Chambers and Virtual

Pursuant to Wisconsin Statute 19.84, Notice is hereby given to the public that a meeting of the **Board of Health** of the City of De Pere will be held on **May 13, 2024** at **5:15 PM** in the **COUNCIL CHAMBERS, 2ND FLOOR CITY HALL, 335 S. BROADWAY STREET, DE PERE.**

The Public or Members of the Board of Health, which may count toward an official quorum, may attend the meeting either in person in the Council Chambers or telephonically or electronically via video conferencing or other appropriate technological means. Telephonic or electronic access to the meeting is provided below:

Computer/smart phone accessing <https://www.gotomeet.me/DePere>

OR

You can also dial in using your phone.
United States (Toll Free): [1 866 899 4679](tel:18668994679)
United States: [+1 \(312\) 757-3117](tel:+13127573117)
Access Code: 154-883-285

1. Call to Order
2. Roll Call
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
4. Approval of the February 12, 2024 meeting minutes
5. Approval of De Pere Health Department's 2024 Policies and Procedures
6. Presentation and Approval of the De Pere Health Department's 2023 Annual Report
7. Consideration and Possible Action on Information Sharing Agreement with the FDA*
8. Consideration and Possible Approval WI DPH Contract # 62109-1 in the amount of \$12,509*
9. Consideration and Possible Action on SNC Agreement for Use of Facilities, Resources and Services*
10. Consideration and Possible Action on Atmosphere's Furniture Purchase Agreement*
11. Director's Report
12. Communicable Disease Quarterly Report
13. Quarterly Environmental Health Report
14. Quarterly Report: Meetings/Tranings and Education/Outreach
15. Future Agenda Items
16. Adjournment

Any person wishing to attend this meeting who, because of disability, requires special accommodations should contact the Clerk's office at 339-4050 by Noon, the previous day so that arrangements can be made.

Agenda Sent To:

Alderspersons
City Administrator
Mayor
Department Heads
TV, Newspapers & Radio Stations
Kress Family Library
De Pere Chamber of Commerce



City of De Pere, Wisconsin

Request For Board of Health Action

MEETING DATE: May 13, 2024
DEPARTMENT: Health Department
FROM: Kelly Burke
SUBJECT: Approval of the February 12, 2024 meeting minutes

ATTACHMENTS:

- meeting minutes 2.12.2024. (PDF)



Board of Health

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

Regular Meeting

Draft Minutes

Monday, February 12, 2024 **5:15 PM** **Council Chambers and Virtual**

1. Call to Order

The meeting was called to order on February 12, 2024 at Council Chambers and Virtual at 5:15 PM by Board Chair Dennis Hibray

2. Roll Call

Roll call was taken, and the following members were present: Pamela Gantz, Devin Perock, Teresa Gulyas, Dr. Michael McHenry, Dennis Hibray, Chrystal Woller, and Kelly Burke. Dr. Cassie Schandel was absent. Chris Culotta joined the meeting after roll call. No other members of the public were present.

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 November 13, 2023 Board of Health Meeting Minutes

Devin Perock made a motion to approve the November 13, 2023 meeting minutes. Pamela Ganz seconded the motion. Upon vote, the motion passed unanimously.

RESULT: DISCUSSED

5. De Pere Health Department Staffing Update

Chrystal Woller began as the new Health Officer on January 4, 2024. Chrystal informed the Board of her background. Chrystal has worked for the city of De Pere as the Health Officer in the past. She left the city to work at St. Norbert College for about 7 years. Prior to working for De Pere the first time, she worked for Brown County Health Department as Nurse Manager. Prior to that, she worked in public health in Iowa. Prior to that she worked in public health in Oneida county, Rhinelander, WI. Chrystal explained that she has experience with both rural and municipal public health. Chrystal worked very closely with the De Pere Health Department while she was at St. Norbert College, especially during Covid. She had a great working relationship with Debbie. Organizational public health at SNC was a micro level version of public health. Chrystal explained that by working at SNC, she learned how public health policy at a jurisdictional level affects an organization.

Chrystal is from Wausau. She attended UW Oshkosh where she received her bachelor's degree in nursing. She was an OB nurse in Rhinelander, WI. Then, she moved into public health and has worked in public health ever since. She also has a master's degree in business administration from St. Norbert College.

Sara Lornson is now the Deputy Health Officer.
The LTE staff for the Health Department was discontinued in December of 2023.

RESULT: DISCUSSED

6. Results of Wis. Admin. Code Chapter Department of Health Services 140 Review from November 7, 2023

Chris Culotta, the Regional Director for the Division of Public Health Northeast Region, presented on the 140-review process, which is a minimum compliance audit process. This is done to verify that the Health Department is meeting its minimums in statute and rule.

The City of De Pere is a level 2 Health Department. Chris reported that one of the strengths of the City of De Pere is the leadership support of the Mayor, City Administrator, Board of Health, and other staff. Another strength is that the city departments cross collaborate. Also, the messaging modalities used by the Health Department are extensive including banners, social media, newspapers, mailings, flyers, movie theater ads and being present at community events.

The one recommendation from the state is to complete staff competency requirements every 2 years instead of every 3 years, which is the current process. There has been a lot of turnover in Public Health staff so staff competency is recommended every 2 years now. Chrystal Woller stated the De Pere Health Department can make that change.

Chris Culotta gave a brief explanation of the health department levels. There are 3 levels of Health Departments. Level one is the lowest level. They have a public health nurse, but low capacity. Level two has certain health officer requirements including communicable disease and 3 years experience. The level 3 Health officer will have a master's degree.

Chris Culotta presented the Board with the certificate indicating that the De Pere Health Departments meets the requirements of level 2 Health Department.

7. Discussion of the 2024 Grants for the Health Department

Chrystal Woller referred to the document in the packet that listed the grant amounts. Chrystal reported that the Public Health Infrastructure grant is new. We (De Pere Health Department) have not started using this grant yet because we are using our ARPA funding currently. The Coverdell stroke program is a contract with the Fire Department. We (health department) collaborate with the Fire Department to do home visitation and receive a stipend for our time. This Program has been renewed, so the Health Department will continue it going forward.

Chrystal stated that for many years public health has been under-funded, and our infrastructure has been weaker than it could be. She is excited that we have the funding to strengthen our infrastructure now.

Chrystal Woller reported that she submitted an extension request for the Covid Immunization / Vaccine for Children grant. If approved, this grant will be extended to June 2025. We can use this grant for other vaccine supplies, not just Covid.

The ARPA grant ends December 2024. Chrystal reported that we are looking within our dept and working with our external partners to spend this grant. These expenses must be related to recovery from Covid.

We are not seeking to obtain any new grants currently.

8. Communicable Disease Report: Annual Overview from 2023 and Quarterly Report 11/23-1/24

Chrystal Woller reported that 2023 was fairly typical. Danielle Jauquet provided a summary of communicable disease activity in the packet. De Pere still had Covid cases reported, as expected. Chlamydia is consistently our highest reported communicable disease. Danielle noted some activity with active tuberculosis. We also had some latent Tuberculosis cases for direct observed therapy. Covid numbers are not consistent from previous years due to home testing. Because De Pere participates in the municipal wastewater testing, we can monitor Covid disease activity through the wastewater. We had seven Covid outbreaks, a norovirus outbreak, and acute respiratory illness. An outbreak consists of three or more unrelated cases.

9. Environmental Health Report

Trista Groth compiled the environmental health information in the meeting packet. Chrystal Woller reported that the Common Council did approve the revised noise ordinance. Trista listed the details of the ordinance in the packet. Trista has been busy with inspections and re-inspections. Trista has also led radon awareness efforts along with other staff.

Chrystal Woller reported that the Health Department is exploring the feasibility of creating a summer intern position. One of our (health department.) grants allows for Local Health Departments to fund an internship program.

DATCP is coming in March to evaluate the De Pere Agent Program. Results will be available for the May agenda.

Trista is becoming a proctor for the food safety professional certification.

10. Outreach and Education Activities from 11/23-1/24

Chrystal Woller explained that not all meetings are listed in the outreach document as they previously were as she doesn't consider the internal meetings as outreach. Chrystal explained that the staff meeting information can be accessed, if needed, through the staff's outlook calendars or through their time records (Incode). Teresa Gulyas requested that the meetings be recorded under trainings and conferences so there is still a record of them. Chrystal agreed to record the meetings in this trainings and conferences document going forward.

11. Next Wisconsin Association for Local Health Departments and Boards Meeting (WALHDAB) on March 14, 2024

The next WALHDAB meeting is on March 14th. Chrystal Woller asked that anyone who would like to attend RSVP ahead of time as lunch is ordered for the meeting. Chrystal will send out the agenda prior to the RSVP deadline.

12. Future Agenda Items

Teresa Gulyas asked if the Health Department was addressing LGBTQ in the community. Chrystal Woller responded that Diversity, Equity, and Inclusion are included in all De Pere Health Department outreach efforts. Chrystal added that through our Maternal Child Health grant, we are focusing on social connectedness.

Chrystal Woller stated that our next meeting will have our updated policies and procedures, updated standing orders, and our annual report.

The results of the Environmental Health Evaluation will also be on the agenda.

13. Adjournment

Teresa Gulyas made a motion to adjourn the meeting. Pamela Gantz seconded the motion. Upon vote, the motion passed. The meeting was adjourned at 6:08 pm.

Respectfully submitted,
Kelly Burke



City of De Pere, Wisconsin

Request For Board of Health Action

MEETING DATE: May 13, 2024

DEPARTMENT: Health Department

FROM: Chrystal Woller

SUBJECT: Approval of De Pere Health Department's 2024 Policies and Procedures

ATTACHMENTS:

- Memo_Policy.Procedure (DOCX)
- Health Department Policies and Procedures revised 2024 (PDF)

CITY OF DE PERE

MEMO



To: Members of the Board of Health
From: Chrystal Woller BSN, RN, MBA
Date: 5/3/2024

Re: Approval of the 2024 Policies and Procedures

Staff conducted the annual review of the department's policies and procedures. All policies and procedures align with best practice standards. The only new policy is the intern policy which outlines a standardized process in supporting internship programs.

Policy & Procedure Table of Contents revised 3/2024

Policy & Procedure		Effective Date	Reviewed/Revised Date
1	ADMINISTRATION		
A.	Administrative Policy	3/1/2014	1/18/2024
B.	After Hours Coverage	1/1/2007	2/5/2024
C.	Banner Policy for City of De Pere	City Policy	City Policy
D.	Cash Collection	1/1/2007	3/25/2024
E.	Civil Rights Compliance	3/1/2014	1/18/2024
F.	Delegation of Authority	3/1/2014	1/18/2024
G.	Fee Exempt Testing (WSLH)	3/1/2014	1/18/2024
H.	Fee Policy for Public Health Services	3/1/2014	2/5/2024
I.	Incident Report	5/17/2010	2/5/2024
J.	Invoicing	1/1/2007	3/25/2024
K.	Issuing Citations	1/1/2007	2/19/2024
L.	Media - Communications, Acceptable use of Electronic and Social	3/1/2014	3/26/2024
M.	Medical Advisor	3/1/2014	2/5/2024
N.	Policy & Procedure Access & Annual Review	3/1/2014	2/5/2024
O.	Public Health Supply Ordering	3/1/2014	3/25/2024
P.	Purchasing	5/18/2009	3/25/2024
Q.	TSPOT Coordination with St Norbert College	9/8/2015	2/5/2024
2	ADULT HEALTH		
A.	Blood Pressure Measurement	1/15/2007	2/19/2024
B.	Fall Prevention/Stay At Home Assistance Program	5/17/2010	3/12/2024
C.	Narcan Direct Program	5/1/2023	3/13/2024
D.	Fentanyl Test Strip Distribution	10/2/2023	2/27/2024
3	COMMUNICABLE DISEASE		
A.	Communicable Disease Investigation and Control	1/1/2007	2/19/2024
B.	Tuberculosis (Active Disease Management and Latent Infection)	5/1/2011	3/25/2024
C.	Quarantine Guards Policy	12/6/2018	3/18/2024
4	EMERGENCY PREPAREDNESS		
A.	Shelter Response	3/1/2014	3/5/2024
B.	Personal Protective Equipment: Respiratory Devices	1/1/2007	2/27/2024
C.	Response to Public Health Emergencies	3/1/2014	2/27/2024
D.	DPHD Pandemic Response Plan	3/1/2022	3/25/2024
5	HEALTH INFORMATION		
A.	Access to Vital Records	3/1/2014	2/27/2024
B.	Authorization for Release-Disclosure of PHI	2/12/2018	3/25/2024
C.	Client Referrals: Linking the Population to Essential Services	3/1/2014	2/27/2024
D.	Confidentiality and Record Retention	1/1/2007	2/27/2024
E.	Confidentiality Statement	City Policy	City Policy
F.	Documentation Guidelines	1/1/2007	2/27/2024
G.	Interpreter/Translator Services	3/1/2014	3/25/2024
H.	Notice of Privacy Practices	City Policy	City Policy
I.	Open Records Request	City Policy	3/25/2024
J.	Public Record Availability for Inspection & Copying	3/1/2014	3/26/2024
K.	Release of Immunization Records	1/1/2007	3/25/2024

6	IMMUNIZATION		
A.	Immunization Program Policy	1/1/2007	3/26/2024
B.	Uncontrollable Client Policy	1/1/2007	3/26/2024
C.	Vaccine Storage and Handling Policy	1/7/2016	3/26/2024
7	MATERNAL/CHILD HEALTH		
A.	Child Passenger Safety Inspection and Education Program	1/1/2007	3/1/2024
B.	Childhood Lead Prevention Program	1/1/2007	3/1/2024
C.	MCH Program	3/1/2014	3/5/2024
8	STAFF POLICIES		
A.	Competency Assessment for Public Health	5/21/2018	2/5/2024
B.	Conflict Resolution	3/1/2014	2/5/2024
C.	Employee Safety	3/1/2014	2/19/2024
D.	Flexible Schedule	3/1/2014	2/5/2024
E.	Mobile Unit	4/11/2023	3/1/2024
F.	Orientation	3/1/2014	2/5/2024
G.	Professional Staff Licensure	3/1/2014	2/5/2024
H.	Safety during Home Visits	1/1/2017	3/1/2024
I.	Workforce Development	5/1/2014	2/5/2024
J.*	Intern Policy	3/18/2024	n/a



City of De Pere, Wisconsin

Request For Board of Health Action

MEETING DATE: May 13, 2024

DEPARTMENT: Health Department

FROM: Chrystal Woller

SUBJECT: Presentation and Approval of the De Pere Health Department's 2023 Annual Report

ATTACHMENTS:

- 2023 Annual Report-1 (PDF)

Health Department DE PERE Annual Report 2023



Contact Us



www.deperewi.gov



920-339-4054



deperhealth@deperewi.gov



335 S. Broadway, De Pere WI 54115



A Message from the Director

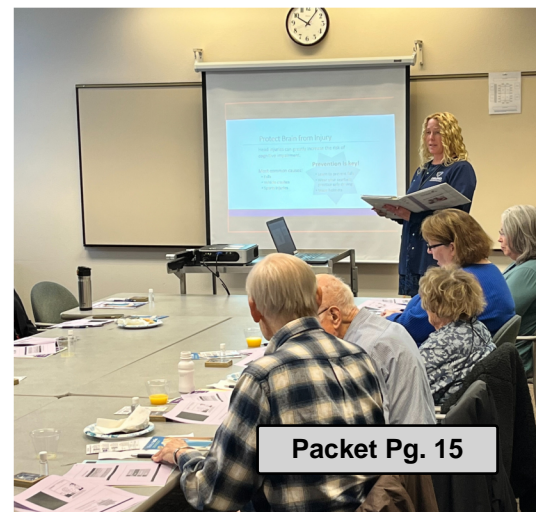
A New Normal

Dearest De Pere Community,

I am so excited to be back in the position that I once held about seven years ago. While so much has changed over the years, there is one thing that has remained constant, and that is the true dedication and desire of the health department staff team to serve this great community. I would like to pause and take the opportunity to thank Debbie Armbruster for her unwavering leadership over the years. Debbie embarked on her well-deserved retirement on January 5th, 2024. Her service to this community and public health is commendable and is something to be celebrated. Last year offered the De Pere Health Department staff the opportunity to demobilize from the pandemic response and return to a new normal. It is my honor to share their good work embedded in the 2023 Annual Report. I look forward to connecting and reconnecting in 2024! Together, we can do great things to promote and protect the health of De Pere!

Thank you for your continued support,

Chrystal Woller, BSN, RN, MBA
De Pere Health Officer/Director



About Us



Vision

De Pere, a community where all people can live well and flourish together.

Values

- Collaboration & Partnership
- Commitment & Dedication
- Community & Public Service
- Integrity

Mission

De Pere Health Department provides community leadership to promote and protect the health of De Pere residents through prevention, education, and quality services.

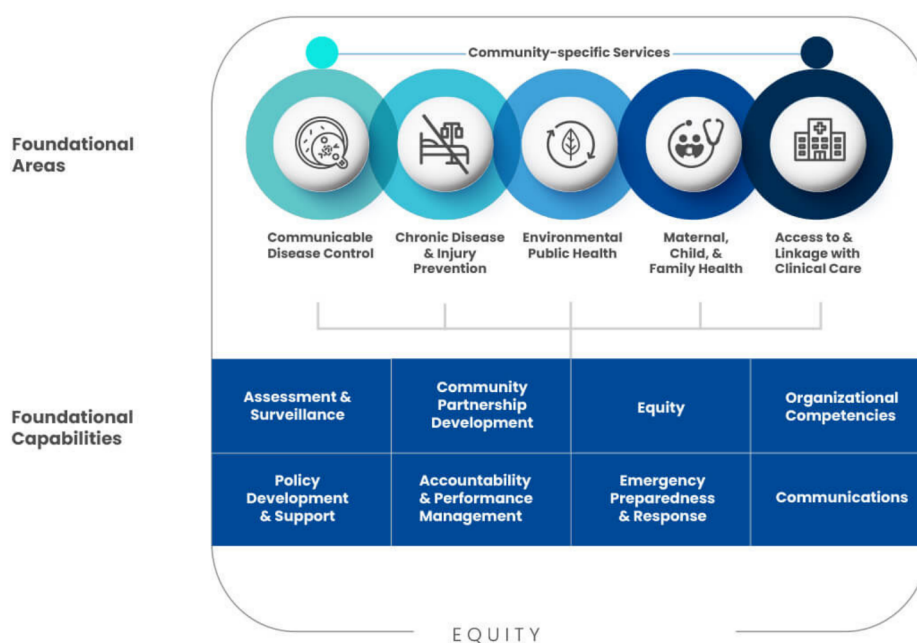




Foundational Public Health Services & Capabilities

The Public Health Accrediting Board has outlined a specific set of public health program areas that can be found in every jurisdiction. These topic-specific programs and services aim to improve the health of the community. In addition, the foundational capabilities of a local health department are the skills and capacities needed to support public health, ensuring community health and well-being. This annual report will align with this framework.

Foundational Public Health Services



February 2022

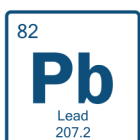
A New Data Source for the City of De Pere

One of the capabilities that builds a strong public health infrastructure is assessment & surveillance. In 2023, De Pere Health Department applied for and was designated to be a City with its very own Health Dashboard through the “Put Us on the Map Challenge”. This is a unique opportunity for cities under 50,000 population to have data available on health and its drivers, and now, just for the City of De Pere. When built out completely, this data will assist in supporting and guiding public health planning and decision-making.

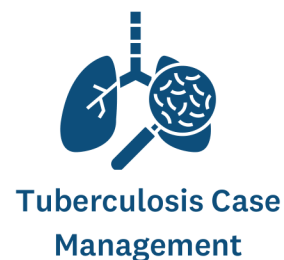


This is Public Health...

Most of us rarely think about public health until there is a crisis such as a pandemic, or natural disaster that makes the news. However, public health workers work every day to keep people healthy and safe. In fact, public health policies, programs and services have contributed to increased life expectancy in the United States by more than 30 years! (Centers for Disease Control)



Lead education, environmental testing and case management



Injury Prevention: Falls





Public Health
Prevent. Promote. Protect.
De Pere Health Department

De Pere Board of Health

2023 Board Members

Teresa Gulyas RN, MSN, MEd- Citizen Member

Jonathan Hanson (term ended 5/2023) - Alderperson

Pamela Gantz (term began 5/2023)-Alderperson

Dennis Hibray, Chair - Citizen Member

Dr. Michael McHenry - Citizen Member

John Quigley (term ended 5/2023) - Alderperson

Devin Perock (term began 5/202)- Alderperson

Dr. Steve Stroman - Medical Advisor (tenure ended 11/2023)

Dr. Cassie Schandel-Medical Advisor (tenure began 11/2023)



Health Department Staff

Health Officer/Director

Deborah Armbruster, BSN, RN (retired, 1/5/2024)

Chrystal Woller, BSN, RN, MBA

Public Health Nurses

Sara Lornson, BSN, RN, Deputy Health Officer

Danielle Jauquet, BSN, RN

Environmental Health Sanitarian

Trista Groth, BS, RS, CSP

Administrative Assistant

Kelly Burke, BA

LTE COVID Response

Debbie Stein

Emma Kane

Jaime Stein

Mac Kenzie Broeren

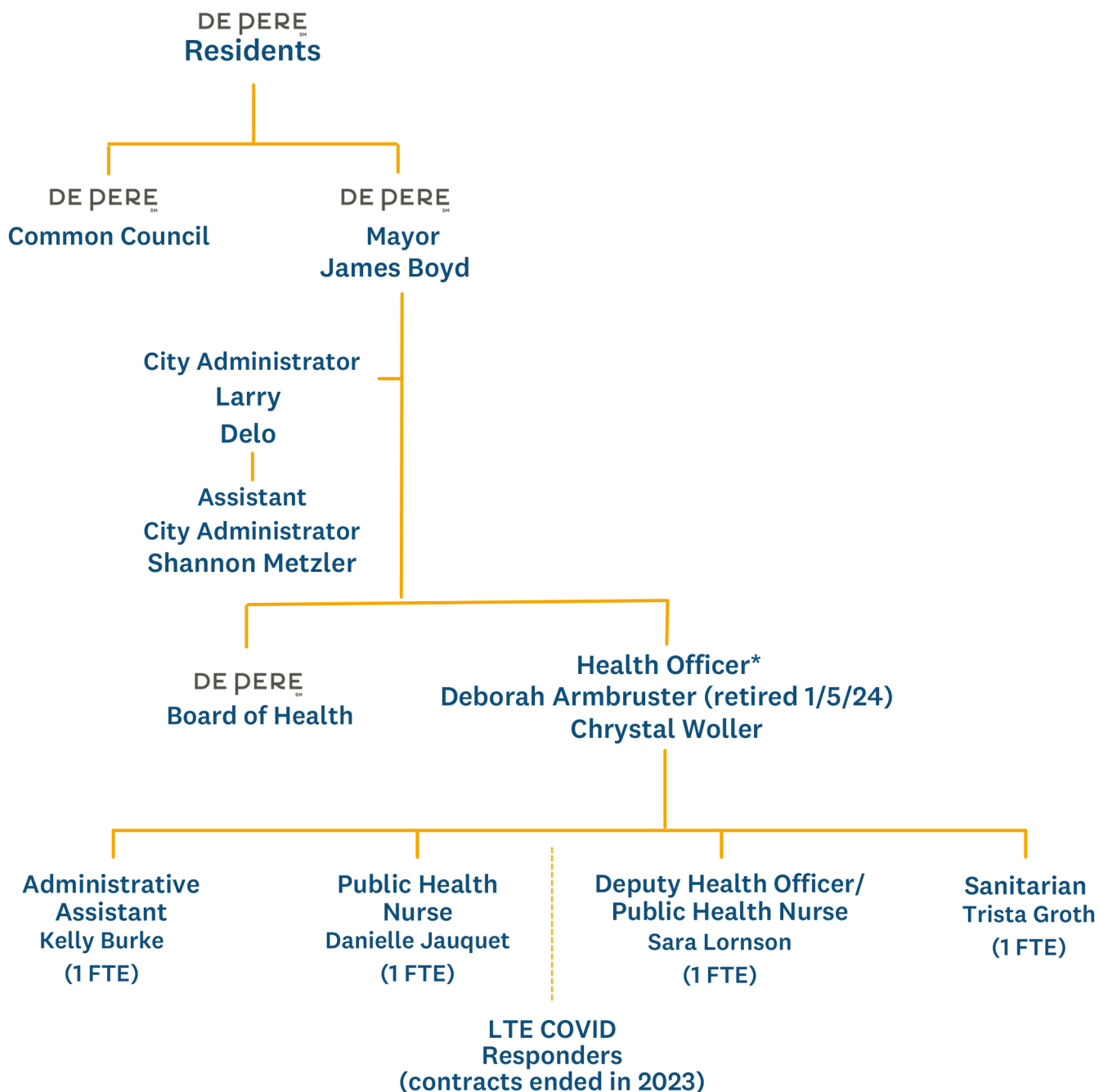
Colleen Messner

Marcia Shefchik

Maura Reed

All of the LTE staffing contracts ended in 2023

Organization at a Glance



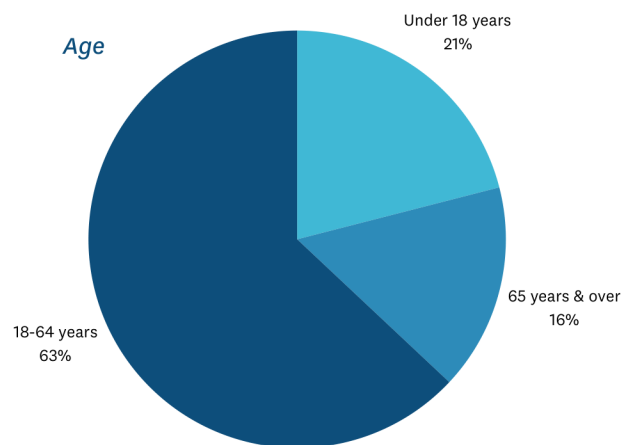
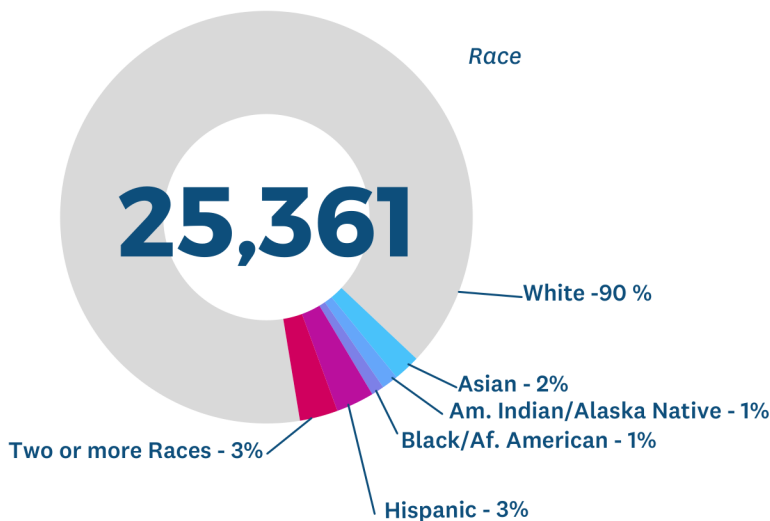
Demographics

DE PERE

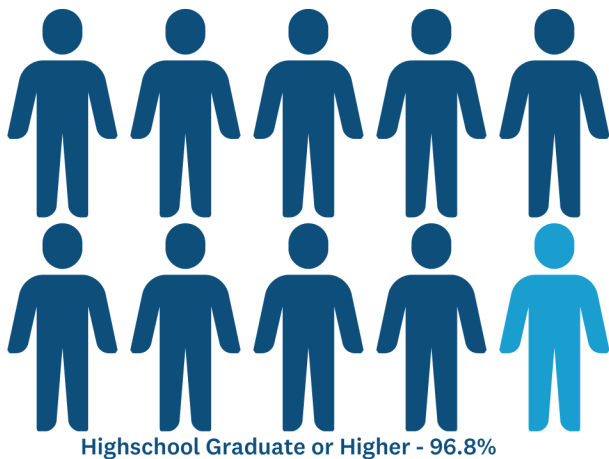


Total Population

*Census QuickFacts (population estimates July 1, 2023)



Education and Income



4.6%

Uninsured People
Under age 65

7.6%

Persons in Poverty

2.9%

Unemployment

*City Health Dashboard
*Census QuickFacts (population estimates July 1, 2023)



Foundational Public Health Services

Communicable Disease Control | Chronic Disease & Injury Prevention | Environmental Health | Maternal Child Health | Access to & Linkage with Health Care



Communicable Disease Prevention & Control

Purpose

De Pere Health Department protects the health of the community by conducting timely investigations for reportable communicable diseases, disease-related complaints, and suspected outbreaks according to standard protocols and guidance. In addition, health department staff maintains the WI DHS immunization program and assures immunization access and availability for the public in accordance within program eligibility. Immunizations are administered onsite, at the health department, and at community-based locations.

Immunizations

- Vaccines for Children Patients Served: 158
- Vaccines for Adult Patients Served: 103
- Total Patients Served: 261
- Mass COVID vaccine clinics: 7
- Mass Influenza vaccine clinics: 6

Animal Bites – Rabies Prevention

- 23 Bites (human victims)
 - 21 Dog; 1 Cat; 1 Bat
- 3 Bites (animal victims)
 - 2 Dog; 1 Bat
- 2 Dangerous Animal Determinations

Communicable Disease By the Numbers

613

of Staff Hours Dedicated to Communicable Disease

721*

of Communicable Disease Cases Reported (*562 were COVID cases)

76

of Chlamydia Cases Reported: Chlamydia is the highest reported disease (other than COVID)

13

of Lyme Disease Cases Reported: Lyme Disease is the next highest reported disease

Immunizations Administered

Vaccine	2022 Total	2023 Total
DTP/aP and/or combination	3	3
HepA	2	2
HPV	14	4
Meningo	11	1
Meningo B	2	0
MMR	4	1
Pertussis/Tdap - Td	18	6
Varicella	5	2
Pneumococcal	0	2
Polio	0	3
Rotovirus	0	2
Hib	0	1
COVID-19	1218	50
Influenza	231	206



Immunization Program

Immunization Community Survey Results



A postcard was sent to all households in De Pere which had a QR code for a seven-question survey regarding vaccines. We received 317 responses to the survey, which represents approximately 3% of our population. This information will be utilized to guide future vaccine education and outreach initiatives.

- 71% of the responders believed their child is up to date on their immunizations
- Only 29% of responders believed their child is up to date on COVID immunizations
- Concerns over vaccine safety was expressed in 12% of the responses
- A small number of responders expressed that cost was a factor/no insurance: 1%

- Responders that reported having questions about vaccines either occasionally or frequently: 46%
- 51% of responders reported that they have had difficulty finding vaccine information either occasionally or frequently
- A large majority strongly trust their healthcare provider's guidance on vaccines



Children's educational vaccine books distributed throughout our community: 200



Communicable Disease Detail

Disease	2023
Arboviral Disease, West Nile Virus	1
Campylobacteriosis	3
Chlamydia Trachomatis	76
Coronavirus	562*
Cryptosporidiosis	1
Cyclosporiasis	2
Erlichiosis/Anaplasmosis	2
Gonorrhea	12
Hepatitis C	3
Influenza	7
Invasive Streptococcal Disease (A and B)	7
Legionellosis	3
Lyme Disease	13
Mycobacterial Disease (Nontuberculous)	2
Pathogenic E.coli	8
Parapertusis	2
RSV	2
Salmonellosis	3
Streptococcus Pneumoniae Invasive Disease	2
Syphilis	3
Tuberculosis, Latent Infection	5
Vibriosis	1
Yersiniosis	1

*Decrease is likely contributed to reporting and testing method changes



Chronic Disease & Injury Prevention

Purpose

De Pere Health Department protects the health of the community by actively collaborating locally and statewide to coordinate and integrate best practice chronic disease prevention & injury prevention programs and services.

Car Seat Program

When installed and used correctly, child safety seats can prevent injuries and save lives. Young children restrained in child safety seats have an 80 percent lower risk of fatal injury than those who are unrestrained. The De Pere Health Department has two Certified child passenger safety technicians on staff to provide education and help with car or booster seat installation. In addition to monthly programming, De Pere Health Department participates in coalition work and supports the Center for Childhood Safety at their hosted events.

24

**Car Seats
Installed**

12

**Car Seat
installation
Clinics**

2

**Large-Scale
Community
Events**

Bicycle Safety/Helmet Fitting

Every year the health department supports the police department's bicycle safety education events. During these events, staff assisted with bicycle helmet fitting as well as teaching bicycle safety skills. In 2023, the health department supported programming at Foxview and Westwood Elementary schools. In addition, staff assisted the Police Department with fitting bicycle helmets at the Bellin Health Bike Rodeo hosted by the Packer's during their training Camp.

19 bicycle safety sessions provided for local youth



By the Numbers

Our initial round of Bingocize sessions (including licensing and training) were made possible by The Localizing Efforts to Address Falls Grant (LEAF) from the Wisconsin Institute of Healthy Aging (WIHA). Bingocize® is an evidence-based socially engaging fall prevention program that combines exercise, health education, and the game of bingo. De Pere Health Department held two sessions, twice a week for ten weeks, at the De Pere Community Center in 2023.

Session 1 (20 classes):
Bingocize Fall Prevention
April 10th – June 19th
2023 Participants: 13

Session 2 (20 classes):
Bingocize Nutrition
September 11th – November 22nd
2023 Participants: 30

Total Participants for both sessions: 43





Chronic Disease & Injury Prevention

By the Numbers

Harm Reduction

We work to reduce the impact of substance use and substance use disorders through prevention, harm reduction, and health promotion. We work with coalitions, agencies, communities, and policy makers on overdose prevention, and drug harm reduction.

14 doses of Narcan and 29 Fentanyl test strips were distributed to the community during a collaborative harm reduction event at St. Norbert College.



Means Restriction

Reducing access to lethal means puts lifesaving time between the suicidal thought and the action. For this reason, focusing on the way in which someone may attempt suicide in addition to the reasons why they may do so is vital. De Pere Health Department is committed to providing education and resources on suicide prevention.

26 medication lock boxes and 26 gun locks were distributed during our harm reduction campaign, and 11,062 postcards were mailed to City of De Pere residents educating on means restriction strategies.

Take care of yourself, your family, and your friends this holiday season! 🎄

Unintentional poisoning and firearm deaths are some of Wisconsin's leading causes of preventable deaths. Prevent injuries by reducing access to lethal objects.

Visit the De Pere Health Department for gun locks and medication lock boxes (while supplies last)

920-339-4054
335 S. Broadway, De Pere
Office Hours: 9:15a-5:00pm Mon-Fri
9:00am-11:30am Sat



Firearm Safety

- Use gun trigger locks (available through the health and police departments)
- Lock guns in a cabinet or safe, store keys in a separate location from the gun
- Store unloaded guns separate from the bullets
- Temporary options for gun storage in a crisis:
 - Turn over all firearms to a trusted family member or friend who lives elsewhere
 - Gun shops that will accept firearms: www.bethereis.com/firearm-storage-online-map/

Medication Storage and Disposal

- Fill/buy medications in small quantities
- Store and lock medication in a secure place- timer caps can help with knowing if a bottle has been opened
- Do not share medications
- Dispose of unused/outdated medications at a Drug Take Back Day or permanent drug drop box near you (do not throw in the trash or flush):
 - De Pere City Hall- Police Department Entrance
 - www.dhs.wisconsin.gov/otooids/safedisposal.htm



Chronic Disease & Injury Prevention

By the Numbers

Grapevine

GrapeVine is a community based chronic disease prevention program dedicated to helping De Pere residents achieve their healthiest potential, at any age. DPHD nurses work directly with community members to share relevant and reliable education and support on a variety of health related topics.

5 sessions were presented in the community on a variety of disease prevention topics.



Mental Health

Mental health is an important part of health at every stage of life. De Pere Health Department is committed to improving the mental health of our community by connecting our residents to resources, tracking key measures of mental health, and providing opportunities for everyone to make a difference. De Pere Health Department staff collaborates with community partners in Brown County through important coalition work to improve the mental health wellbeing of our community.

In 2023, De Pere Health Department staff supported (4) QPR trainings, participated in (1) Mental Health First Aid Training, and Be The Light Walk for suicide prevention.

be the
light
walk



Environmental Health

Purpose

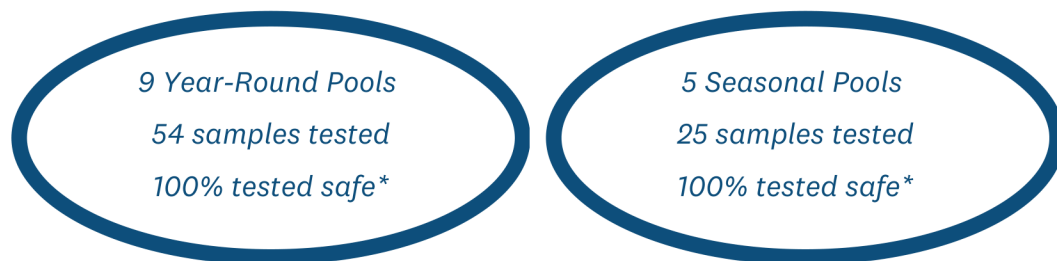
The Environmental Health program protects health and safety through regulatory activities in restaurants and retail food establishments, public swimming pools, lodging facilities, campgrounds/recreation education camps, tattoo/body piercing establishments, and facilities with weights and measures devices. In addition, the environmental health program provides timely information and educates stakeholders on environmental concerns.

Licensing & Inspection Program



*These numbers do not include temporary event inspections such as the farmer's market, Celebrate De Pere, or the Brown County Fair.

Public Pool Water Monitoring: Bacteriological Testing



*safe: tested negative for coliform & E. Coli

Weights & Measures Consumer Protection Program

➤ 14 Inspections

- ✓ 9 gas stations; 243 retail motor fuel devices
- ✓ 5 stores; 99 scales



Human Health Hazard/Nuisance Response

	2022	2023
Complaints Investigated	25	12
Most Common Complaints Investigated	Noise, Pet Waste, Pest Infestation	Noise, Pest Infestation, Unsanitary Conditions

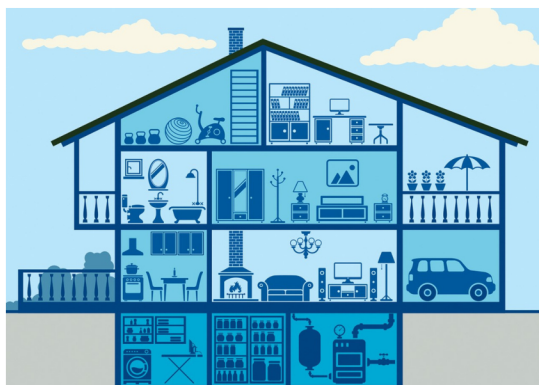
Radon Testing & Education

Radon is an odorless radioactive gas that is dangerous if it accumulates within buildings/homes. In Wisconsin 5-10% of homes have elevated radon levels on the main floor of the home. Radon levels vary significantly within cities and neighborhoods. This is why people should test their homes for radon.

- Kits are available through the DPHD in cooperation with the Northeast Wisconsin Radon Information Center. The radon testing program promotes radon testing, education and mitigation information.
- Seven radon kits were sold. Education on testing, results and health effects of radon exposure was also provided.
- Education was also provided via regular outreach efforts during Radon Awareness Month in January.



Lead Program



Common sources of lead in the home:

- Dust
- Soil
- Water in lead pipes
- Toys
- Nutritional supplements
- Dishware
- Fishing sinkers
- Bullets
- Residue from parent occupations
- Paint/hobby materials

De Pere Health Department (DPHD) provides education to families and health care providers on the importance of lead testing and follow up.

- 12 provider toolkits providing lead poisoning education were sent to City of De Pere healthcare providers.
- 3,310 lead poisoning prevention postcards were mailed to families living in homes built before 1978.

By the Numbers

407

Lead tests reported to the health department

5

Children that were provided public health follow up for blood lead levels greater than 3.5mcg/dL

40

Happy, Healthy, Lead-Free ME!
Books distributed to the community.



Lead-in-Water Testing and Remediation Initiative

The goal of the 2023 Wisconsin Lead-in-Water Initiative provided by Wisconsin DHS is to reduce lead hazards in licensed group childcare and Head Start facilities across the state.

4

Childcare Centers in De Pere Participated in the Program

81

Total Fixtures were Tested for Lead

ZERO

Fixtures Identified as Sources of Lead



Maternal, Child Health

Purpose

DPHD aims to change policies and systems to improve the health and wellbeing of infants, children, and families in our community by providing targeted outreach, educational opportunities, and cultivating relationships with community partners that serve this population.

Picnic & Play

DPHD staff collaborates with the Kress Family Library and De Pere Community Center to provide monthly educational presentation and newsletter on topics related to child growth and development, health promotion, and child injury prevention.

By the Numbers

435

Children and
Caregivers reached

Education and Outreach to New Parents

Every month families with babies born in the City of De Pere receive a welcome letter providing information on free resources provided by De Pere Health Department.

236

families reached

Lactation Support

We support the lactation needs of residents in our community through linking them to expert community partners offering essential lactation services. De Pere Health Department is committed to advocating for organizational policy and environmental changes to support breastfeeding by providing awareness, education, and promotion on the importance of breastfeeding and providing human milk for growth and development.

Mobilized 32
partnerships to
support breastfeeding
initiatives and direct
care services for De
Pere families



Access to & Linkage to Care

Purpose

De Pere Health Department thinks about community-level health, not just care of individual people. We build relationships with partners and connect people to resources and services. We want community members to have the resources they need to live their healthiest lives. We feel it is important to prioritize plans for increasing access to health homes and quality health care, and seek funding for high priority policy initiatives.

By the Numbers

Stay at Home Assistance Program

The Stay at Home Assistance (SAHA) Program is a collaboration between the De Pere Health Department and De Pere Fire Rescue that works to prevent falls and fires in De Pere through awareness, resource promotion, education, phone consultations, and in-home assessment visits when applicable.

38 Program referrals

8

Completed Home Visits

MIH for COVID and Stroke Program

De Pere Health Department, in collaboration with De Pere Fire Rescue, began participating in a grant funded program through Wisconsin Department of Health Services (WI DHS) called the Mobile Integrated Health (MIH) for COVID and Stroke Program, which is a component of the Wisconsin Coverdell Stroke Program. Upon discharge from the hospital, stroke patients are referred by the hospital to De Pere Health Department and De Pere Fire Rescue to perform an at-home visit within 30 days post-discharge. At this visit, patient assessments including home safety check, medication checks and primary care information occur, along with assessment of risk for COVID-19 infection, including vaccination status and messaging reflecting current COVID-19 risk status.

5 Healthcare partner referrals

ONE

Completed Home Visit

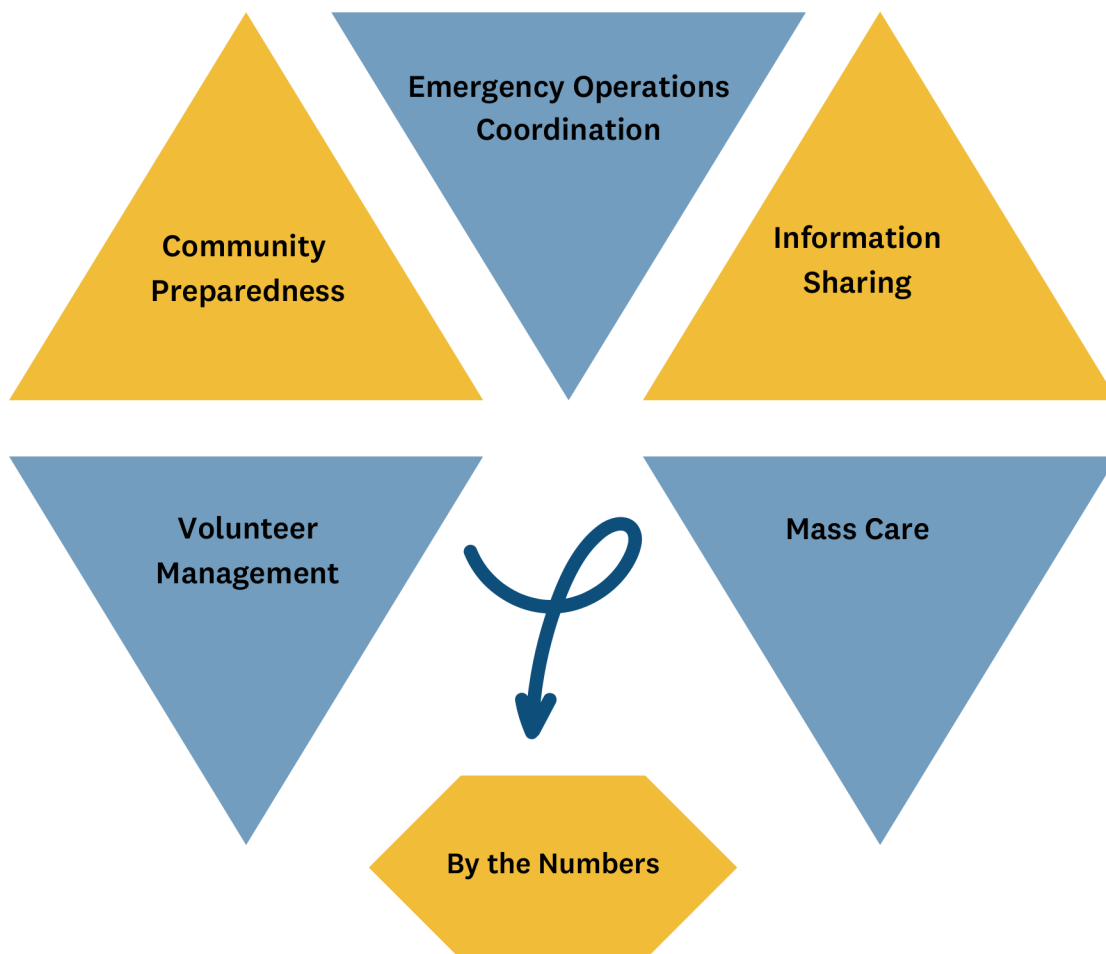


Public Health Emergency Preparedness

Purpose

Through Public Health Emergency Preparedness (PHEP) De Pere Health Department works to increase the capacity of the community to effectively respond to public health emergencies through assessment, planning, training, collaboration, and community education. Our focus remains on ensuring families, schools, and businesses are well prepared to handle emergencies

2023 Preparedness Capability Focus Areas



7

Staff Trained in ICS

227

De Pere Resident Beneficiaries with Electrical Dependency

83

De Pere Volunteers Identified in WEAVR

6

Mass Influenza/COVID Vaccination Clinics



Public Health Emergency Preparedness

Whole Community Approach to Preparedness

Being truly prepared takes everybody. Preparedness is a shared responsibility that must include the full range of stakeholders, not just government. It is essential that individuals and families, including those with different access and functional needs, businesses, community organizations, schools, nonprofits, and media outlets be involved in preparing for emergencies.

2023 Deliverables

Maintained volunteer registry (WEAVR) administrator and conducted one alerting drill

Participation in N.E.W. Healthcare Emergency Readiness Coalition (HERC) Hazard Vulnerability Assessment (HVA)

Budget Management

Conducted a federally compliant (HSEEP) exercise and submitted an After-Action Report/ Improvement Plan (AAR/IP) to the state

Active Role in NEW HERC

All health department staff have completed the required National Incident Management System (NIMS)/ Incident Command System (ICS) trainings

Maintained roster of identified stakeholders for bidirectional information exchange

Continuously work with partners that support public health preparedness, response, and recovery activities

Reviewed and updated staff profiles on the Wisconsin Partner Communication & Alerting (PCA) Portal



Community Specific Outreach Events/Initiatives

Purpose

Community specific services are local protections and services that are unique to the needs of a community. These activities and collaborations with community partners support the health and wellbeing of De Pere. The year 2023 was an exciting year to showcase our collaborative mobile unit and be out in our community providing education and resources to residents and visitors.

Farmers' Market Education

We hosted educational booths at 8 of these events, connecting with many residents and visitors throughout the season.



Beer Gardens

We hosted educational booths at 2 of the Beer Garden events. This was an important collaboration for our city departments, and a fun way to provide resources to the community.



National Night Out

An annual collaboration with De Pere Police and De Pere Fire Rescue, connecting and providing education with neighborhoods in our community





Cellcom Race

An opportunity to connect with residents and visitors in our community and provide them with education on health promotion and injury prevention topics.



Badges and Bobbers

A collaborative event working with De Pere Police and De Pere Fire Rescue while providing education and resources to the community.



Let's Talk Turkey

This event was a collaborative effort with Festival Foods and De Pere Fire Department. The community was provided education and resources on food and home safety during the holiday season.



De Pere's Mobile Unit: Partnership for A Safer and Healthier De Pere





Health Priorities

Purpose

In accordance with Wis. Stat. 251.05(3)(c) and Wis. Admin. Code DHS 140.04(1)(g)3-5, the Beyond Health Steering Committee, including representation from local public health agencies, area health systems, and community agencies, completes an assessment of overall health and chooses three top health priorities to address. This process occurs every three years, and helps ensure issues important to our community are quickly identified and addressed by working together toward common goals. A new health assessment process will be conducted in 2024.

2020 Health Priorities

In an effort to understand WHY health gaps in health exist in our community, the following priorities were identified:

Equitable Access - Take steps to level the playing field

Strategy 1: Decrease income and asset gap in Brown County

Strategy 2: Improve environmental quality and physical environments

Strategy 3: Advocate for equitable access to healthcare

Social Cohesion - Help people connect with each other and their community

Strategy 1: Build community and civic connections at neighborhood level

Strategy 2: Increase availability and visibility of healthy food options

Strategy 3: Improve walkability and recreational opportunities

Unified Planning and Policy - Make sure policies help the entire community

Strategy 1: Integrate population health into community planning efforts

Strategy 2: Safe, accessible housing and transportation options

Strategy 3: Coordinated and transparent policies that decrease inequities

Financial Report



Targets

	Budget	6 Month Actual	Year End Estimate
Revenue	\$728,923	\$344,355	\$668,744
Expenditures	\$728,923	\$344,355	\$668,744

Revenue Breakdown

	Budget	6 Month Actual	Year End Estimate
Public Health	\$315	\$11,131	\$17,800
Licensing/Permits	\$86,806	\$71,076	\$88,500
Health Grants	\$60,199	\$36,401	\$61,506
Weights/Measures	\$21,600	\$19,656	\$21,661
COVID 19 Grants	\$167,124	\$142,677	\$178,504
City Tax Levy	\$392,879	\$63,414	\$300,773

Expense Breakdown

	Budget	6 Month Actual	Year End Estimate
Personnel	\$652,424	\$294,539	\$587,913
Contractual	\$5,000	\$2,317	\$5,025
Supplies	\$71,499	\$47,499	\$75,806
Capital	\$0	\$0	\$0



City of De Pere, Wisconsin

Request For Board of Health Action

MEETING DATE: May 13, 2024

DEPARTMENT: Health Department

FROM: Chrystal Woller

SUBJECT: Consideration and Possible Action on Information Sharing Agreement with the FDA*

ATTACHMENTS:

- Health Dept. Memo _FDA Agreement (PDF)
- FDA Limited Scope Information Sharing Agreement v.4 (PDF)

CITY OF DE PERE

MEMO



To: Members of the Board of Health
From: Chrystal Woller BSN, RN, MBA
Date: 5/1/2024

Re: Consideration and possible action on the FDA Limited Scope Information Sharing Agreement

The Dept. of Agriculture, Trade, & Consumer Protection (DATCP) is recommending that Agent health departments enter into an Agreement with the FDA for information sharing of essential information during foodborne illness investigations. The attached 20.88 Agreement would allow the FDA to share confidential commercial information (CCI), deliberative documents, personal privacy information (PPI) and open investigatory records with state and local government officials to assist in local illness investigations.



12420 Parklawn Drive
Element Building Room 4029
Rockville, MD 20852-1740

Memorandum

To: State Involved in the Protection of Public Health

From: Steven Tave, Director, Office of Policy, Compliance and Enforcement

Date:

Subject: Long-Term Limited Scope Food, Feed and Cosmetics Information Sharing Agreement (ISA)

The Food and Drug Administration (FDA) would like to offer your agency the opportunity to enter into a confidentiality agreement to facilitate sharing of non-public food (human food, pet food, and animal feed) dietary supplements and cosmetic related information (referred to as non-public food information) that will begin on the date above until June 30, 2029. This Long-Term Limited Scope Food, Feed and Cosmetics Information Sharing Agreement (ISA) allows for the (division) head of the Local Public Health agency to affirm that the non-public information provided by FDA will not be disclosed with anyone outside of their agency without written confirmation from FDA that such information can be released to the public. Furthermore, this agreement does not require that everyone in the agency who has a need to know or official interest in the non-public information sign the confidentiality agreement.

Although FDA only requires one signature from the (division) head of your agency to permit the sharing of non-public information under this confidentiality agreement, we recognize that other individuals in your agency may need to know about and disseminate the non-public information quickly in an emergency such as a foodborne outbreak, recall, or a report of a suspect or illegitimate product in the supply chain. To facilitate this, we ask that you provide us with the names and contact information for key individuals in your agency with their title, specialty, or subject matter expertise. For example, the Commissioner of a State Department of Agriculture may want to provide contact information for division directors or managers in charge of laboratories or inspections.

Under this confidentiality agreement, you are certifying, on behalf of your agency, that the agency has the legal authority to protect all non-public food information that FDA shares with individuals in your agency and committing not to disclose such information. The reference to "non-public information" covered by this agreement includes information subject to limitations on public disclosure under federal law and regulations. For FDA documents shared under this agreement, this may include confidential commercial information, personal privacy information, pre-decisional information, deliberative information, and law enforcement records. Trade secrets may not be shared under this agreement. Any request to share non-public information outside of your agency must be approved in advance by FDA.

Attachment A provides background information about the information sharing procedures utilizing the Long-Term Limited Scope Food, Feed and Cosmetics ISA. Attachment B describes the conditions for sharing of non-public food information with State government officials. Attachment C must be completed and signed to establish the Long-Term Limited Scope Food, Feed and Cosmetics ISA. Attachment D is optional, but highly recommended. Please send a copy of entire agreement (pages 1-10) and an organizational chart to the email address ORAInfoShare@fda.hhs.gov.

Director, Office of Policy, Compliance and
Enforcement

ATTACHMENTS:

- A. Background Information on FDA Sharing of Non-Public Information with Local Public Health Agency Officials using the Single-Signature Long-Term Limited Scope Food, Feed and Cosmetics Information Sharing Agreement.
- B. Conditions for FDA Sharing of Non-Public Information with Local Public Health Officials.
- C. CONFIDENTIALITY COMMITMENT for Local Public Health Agencies.
- D. Designation of Key Points of Contact in Local Public Health Agencies.
- E. Limited Scope Food, Feed and Cosmetics Sharing Agreement Language.

ATTACHMENT A

Background Information on FDA Sharing of Non-Public Food, Dietary Supplement and Cosmetic Information with Local Public Health Agency Officials Using the Single-Signature 20.88 Long-Term Limited Scope Food, Feed and Cosmetics Information Sharing Agreement

Under 21 CFR § 20.88 FDA may share certain non-public Agency records **on a discretionary basis** with Local Public agency officials who perform counterpart functions to FDA as part of cooperative law enforcement or regulatory efforts provided that certain conditions are met. Information sharing under this provision is never mandatory and each Local Public Health agency request will be processed only after duly considering FDA's concerns for confidentiality, the requester's need for the information, and the benefit to the public health that may result from such sharing.

Under this agreement, the authorized primary State agency and FDA can rapidly share non-public information with local public health agencies that have entered into the Limited Scope Food, Feed and Cosmetics 20.88, including confidential commercial and pre-decisional information. This includes but not limited to food-related product information, inspection reports (omitting trade secrets), enforcement actions, foodborne illness investigation data, trace back information and warning letters.

Under this agreement, Local Public Health agencies must provide a written statement that they have the legal authority to protect any shared information from any public disclosure and a commitment not to disclose such information without the written confirmation from FDA that such information can be released to the public. FDA will be unable to share non-public food protection related information with your agency if it cannot certify that it can and will maintain the confidentiality of all non-public information received from FDA. If the Local Public Health agency fails to maintain the confidentiality of non-public information, FDA may refuse to share such information with the Local Public Health agency in the future. The conditions for confidential sharing of non-public information are further described in Attachment B.

If the Local Public Health agency does not sign the Confidentiality Commitment in Attachment C, it will not receive non-public information and may be excluded from conference calls and meetings with FDA where non-public information is discussed, including, and not limited to outbreak and recalls.

The procedures for releasing non-public information to Local Public Health agencies are listed below.

1. Directors of Local Public Health agencies sign the certification form.
2. To request non-public information pertaining to food protection, the Local Public Health agency sends a written request to the primary State agency. If the primary State agency is not already in possession of the requested FDA non-public information, then the primary State agency sends a written request to the FDA District Director or State Liaison who has jurisdiction over that primary State agency or to Division of Information Disclosure Programs (DIDP)) at ORAInfoShare@fda.hhs.gov.
3. When necessary and without receiving a formal request, a primary State agency has the discretion to provide selected non-public information specific to food protection issues to the signatories listed on the certification. This should be done only for special circumstances.

ATTACHMENT B

Conditions for FDA Sharing of Non-Public Information with Local Public Health Agency Officials

The United States Food and Drug Administration (FDA), an Agency within the United States Department of Health and Human Services, is charged with protecting and promoting the health of the American people. It is responsible for assuring that foods are safe, wholesome, and sanitary; human and veterinary drugs, biological products, and medical devices are safe and effective; cosmetics are safe; and products that emit radiation are safe.

To enhance regulatory and enforcement cooperation between FDA and Local Public Health agency officials who perform counterpart functions to FDA, FDA promulgated a regulation under 21 CFR § 20.88 governing the communication of non-public information with Local Public Health officials. 21 CFR § 20.88 permits FDA, on a discretionary basis, to release non-public pre-decisional, confidential commercial, and/or other non-public information regarding FDA-regulated products to Local Public Health officials. As long as the requirements in 21 CFR § 20.88 have been met at the time of the release, FDA's release of non-public information to a Local Public Health agency is not a public disclosure and does not compel FDA, if requested, to release such information to the public. **Non-public information that FDA shares with the Local Public Health agency belongs exclusively to FDA loaned for the purpose for which it was requested or for other cooperative law enforcement efforts.** FDA may take steps to retrieve the information shared with an agency at any time and it may initiate judicial proceedings if necessary [see United States v. Napper, The City of Atlanta, et al., 887 F.2d 1528 (1989)].

- Before FDA may share non-public pre-decisional, confidential commercial, and/or other non-public information with Local Public Health officials, FDA must receive a written Confidentiality Commitment (Attachment C) from the Local Public Health agency that it understands the conditions under which FDA shares non-public information, and certifies that it: (1) has the authority to protect the information from public disclosure and (2) will not disclose such information without written confirmation from FDA that the information no longer has non-public status, or in cases involving confidential commercial information concerning a regulated product-without the consent of the owner of the information (e.g., drug sponsor). FDA will rely on the Local Public Health agency's Confidentiality Commitment regarding its authority to protect FDA non-public information from disclosure. If changes occur in the Local Public Health agency's statutes, laws, policies, or procedures that may affect the agency's ability to protect FDA non-public information from disclosure, it: (1) will notify FDA immediately and (2) will not disclose the non-public information without the consent of the owner, submitter, individual, or FDA as described above.

In the event the agency receives a subpoena, court order, or other compulsory process including a request under a state public records act or Freedom of Information act to release non-public information received from FDA, it will contact FDA within **five business days** of receipt of the notice and the agency will take appropriate legal measures to resist the release of such information. The Local Public Health agency will not release the information until FDA has had the opportunity to take appropriate legal measures to resist the disclosure of such information, has determined whether it will take such measures, and has notified the Local Public Health agency of its determination— which shall be made in a timely manner. The Confidentiality Commitment is provided as Attachment C.

When FDA receives the Confidentiality Commitment from the Local Public Health agency, it may share the information only when the following determinations are made.

Requests for non-public pre-decisional information:

The requested information must be reasonably necessary to improve Federal-Local Public Health uniformity, cooperative regulatory activities, or implementation of Federal-Local Public Health agreements.

Requests for confidential commercial information:

FDA must determine if (1) the sponsor for the product application has provided written authorization for the exchange or (2) the disclosure of the information would be in the interest of public health by reason of the Local Public Health agency possessing information concerning the safety, effectiveness, or quality of a product or information concerning an investigation, or by reason of the Local Public Health agency's ability to exercise its regulatory authority more expeditiously than FDA.

As a regulatory and law enforcement agency, it is important that FDA avoid unauthorized disclosure of non-public information, particularly disclosures that might provide any company with a competitive advantage, place a submitting company at a disadvantage relative to its competitors, or result in an unwarranted invasion of personal privacy of an individual. It is essential that Local Public Health agency officials engaged in information exchanges with FDA understand and respect the obligations to protect FDA non-public information from unauthorized disclosure and take adequate security measures to prevent the unauthorized release of shared FDA non-public information.

Once the agreement has been signed, send the signed copy to ORAInfoShare@fda.hhs.gov.

ATTACHMENT C

CONFIDENTIALITY COMMITMENT for Local Public Health Agencies

Statement of legal authority and commitment not to disclose non-public information including, but not limited to, confidential commercial or non-public pre-decisional information shared by the FDA.

Reference: Information regarding the investigations of food establishments and/or the facilitation of food (human food, animal feed, and dietary supplements) and cosmetic safety.

FDA may share non-public information concerning the safety, effectiveness, or quality of a product with

(Local Public Health Agency)

in accordance with 21 CFR 20.88. **This sharing is in the interest of public health and is for the limited purpose of conducting cooperative law enforcement or regulatory efforts as they relate to human food, animal feed, dietary supplements, or cosmetics.**

My agency understands that:

1. Some or all of the non-public information it receives from FDA is confidential commercial, personal privacy information, or non-public pre-decisional information exempt from disclosure under the laws and regulations of the United States and that FDA considers it extremely important that my agency maintain the confidentiality of the information.
2. The non-public information received from FDA belongs exclusively to FDA and does not belong to my state agency. FDA may take steps at any time and may initiate judicial proceedings to retrieve non-public information shared with my agency.
3. Disclosure of non-public information shared by FDA could seriously jeopardize any further cooperative information sharing between FDA and my agency.
4. **FDA will not reveal to a non-commissioned official any method or process that is entitled to protection as a trade secret under section 301 (j) of the FD&C Act [21U.S.C. 331(j)].**

Therefore, _____ certifies that it:
(Local Public Health Agency)

1. Has the legal authority to protect FDA non-public information from disclosure, including but not limited to confidential commercial information, personal privacy information, and pre-decisional information.
2. If requested, has attached copies of the relevant statutes, regulations, court decisions, or other documents that establish this authority or has provided a summary of its legal authority.
3. Subject to the notice provisions of this paragraph, will not disclose FDA non-public information without the written statement from FDA that the information no longer has non-public status or, in cases involving confidential commercial information concerning a regulated product, without the consent of the owner of the information. My agency will inform FDA within **five business days** of any effort made to obtain the information from it by subpoena, court order, or other compulsory process, including a request under any state public records act or Freedom of Information Act and will refrain from disclosing such information.

Under such circumstances, my agency will refrain from disclosing the information until FDA has had the opportunity to take appropriate legal measures to resist the disclosure of such information, has determined whether it will take such measures, and has notified my agency of its determination. FDA will make this determination in a timely fashion. The agency may disclose the information to a court of competent jurisdiction if 1) the court orders such disclosure, 2) the agency has taken legal measures to ensure that the information will be disclosed in a manner that protects the information from public disclosure and, 3) the agency has notified FDA but failed to receive a timely determination of FDA actions.

- 4. Will promptly inform FDA of any changes to its laws, policies, or procedures that would affect its ability to maintain the confidentiality of the information FDA shares.
- 5. Has safeguards, including the adoption of policies and procedures to ensure that the information shared under this agreement will not be further disclosed consistent with the rest of this agreement.
- 6. Access to the non-public information shared under this agreement shall be restricted to the employees, and officials of the Participants, who require access to such information to perform their official duties in accordance with the uses of the information as authorized in this agreement, unless otherwise authorized in writing by FDA. All such personnel shall be advised of (1) the confidential nature of the information; and the obligation to keep such information confidential; and (2) safeguards against unauthorized disclosure of confidential information.
- 7. Will notify FDA of any actual or suspected unauthorized disclosure of any information shared pursuant to this agreement.

Name of certifying official

Date

Title of certifying official

Signature of certifying official

Phone Number of certifying official

E-mail Address of certifying official

ATTACHMENT D

Designation of Key Points of Contact in Local Public Health Agencies

This Attachment is used by the Local Public Health agency to provide FDA with key points of contact. FDA may wish to contact these individuals as primary respondents in emergencies, recipients of certain regulatory action notices, or recipients of pre-decisional information. If more space is needed, please attach a separate page with the name, position (for example, Director of Manufactured Foods), program area (food, feed, dietary supplements or cosmetics), a telephone number, and an e-mail address for the individual(s).

Please include an agency/division organizational chart.

*** In the first section, please enter the name of at least one person from your agency who's responsible for release of information to the public (e.g. FOIA/Public Records/Open Records Officer).**

*This person is a: _____

Name

Name

Position

Position

Program Area

Program Area

Phone Number

Phone Number

E-mail Address

E-mail Address

Name

Name

Position

Position

Program Area

Program Area

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Program Area

Phone Number

E-mail Address

Attachment E

Limited Scope 20.88 for [Local Public Health Agency Insert Name]

The scope of this long-term 20.88 ISA is limited to the sharing of FDA non-public information that has been transmitted to [primary State Agency Insert Name] under a valid 20.88 agreement with an addendum that authorizes that primary State Agency to further share and transmit the information to local public health officials at [Local Public Health Agency Insert Name]. It also authorizes the local public health government officials to receive FDA non-public information orally.



City of De Pere, Wisconsin

Request For Board of Health Action

MEETING DATE: May 13, 2024

DEPARTMENT: Health Department

FROM: Chrystal Woller

SUBJECT: Consideration and Possible Approval WI DPH Contract # 62109-1 in the amount of \$12,509*

ATTACHMENTS:

- Memo_Consolidated Contract (DOCX)
- MP_-_DePere_Health_Dept_-_2024_DPH_Consolidat (PDF)

CITY OF DE PERE

MEMO



To: Members of the Board of Health
From: Chrystal Woller BSN, RN, MBA
Date: 5/8/2024

Re: Consideration and Possible Approval WI DPH Contract # 62109-1 in the amount of \$12,509*

WI Department of Health Services has awarded De Pere Health Department an additional \$300 for the Immunization Consolidated Contract increasing the total amount for that program to \$8,939 in the current fiscal year (1/1/2024 to 12/31/2024). In addition, the Communicable Disease Control and Prevention Consolidated Contact has renewed for the new grant fiscal year (7/1/2024 to 6/30/2025) in the amount of \$3,570.

Wisconsin Department of Health Services Contract Centralization Legal Review

Agreement Number: **435100-G24-DPHCC24-17 M1**

Bureau of Procurement and Contracting (BPC) Review:

This agreement uses a BPC template with Office of Legal Counsel (OLC) approved language.

This agreement uses intergovernmental cooperative purchasing.

OLC Review Required:

This agreement does not use a BPC template with Office of Legal Counsel (OLC) approved language or uses a BPC template with requested language changes.

Description:

N/A

Office of Legal Counsel (OLC) Review and Approval:

This agreement has been reviewed for form and approved by the Wisconsin Department of Health Services Office of Legal Counsel.

DocuSigned by:

Cody Wagner
31F480240CEC46d

5/8/2024

Name: Cody Wagner

Date Signed

Title: Office of Legal Counsel



GRANT AGREEMENT MODIFICATION
between the
STATE OF WISCONSIN DEPARTMENT OF HEALTH SERVICES
And
Depere Dph
for
2024 DPH LPHD Consolidated Contract

DHS Grant Agreement No.: 435100-G24-DPHCC24-17 M1
 DPH Contract No.: 62109-1
 Agreement Amount: \$12,509
 Agreement Term Period: 10/1/2023 to 9/30/2025
 GEARS Pre-Packet No: 26142, 26224

DHS Division: Division of Public Health
 DHS Grant Administrator: Anna Benton
 DHS Email: DHSGACMail@dhs.wisconsin.gov

Grantee Grant Administrator: Ms Chrystal Woller
 Grantee Address: 335 S BROADWAY, DE PERE, WI,
 541152526
 Grantee Email: cwoller@deperewi.gov

Modification Description: We are increasing funding for the Immunization Program (Profile 155020), and we are adding funding for the Communicable Disease Prevention Program (Profile 155800). Please see attached scope(s) of work. We are also providing a new exhibit which updates our GEARS payment information section. Final reports are due 45 days from the end of the designated contract period for any included profiles.

This is a Modification of an existing Agreement, as specified above. This Modification of Agreement encompasses both Amendments and Addendums to an existing Grant Agreement. This Modification is entered into by and between the State of Wisconsin Department of Health Services (DHS) and the Grantee listed above. With the exception of the terms being modified by this Grant Agreement Modification, ALL OTHER TERMS AND CONDITIONS OF THE EXISTING AGREEMENT, INCLUDING FUNDING, REMAIN IN FULL FORCE AND EFFECT. This Modification, including any and all attachments herein and the existing agreement, collectively, are the complete agreement of the parties and supersede any prior agreements or representations. DHS and the Grantee acknowledge that they have read the Modification and understand and agree to be bound by the terms and conditions of the existing agreement as modified by this action. This Modification becomes null and void if the time between the earlier dated signature and the later dated signature exceeds sixty (60) days, unless waived by DHS.

State of Wisconsin
Department of Health Services

Authorized Representative

Name: _____

Title: _____

Signature: _____

Date: _____

Grantee

Entity Name: _____

Authorized Representative

Name: _____

Title: _____

Signature: _____

Date: _____

CIVIL RIGHTS COMPLIANCE ATTACHMENT

The Wisconsin Department of Health Services and Grantee agree to the below change to the agreement. The below enumerated agreement revision is hereby incorporated by reference into the agreement and is enforceable as if restated therein in its entirety.

Section 10 of the Agreement (“CIVIL RIGHTS COMPLIANCE”) is hereby amended by inserting the following:

In accordance with the provisions of Section 1557 of the Patient Protection and Affordable Care Act of 2010 (42 U.S.C. § 18116), Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq.), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 701 et seq.), the Age Discrimination Act of 1975 (42 U.S.C. § 6101 et seq.), and regulations implementing these Acts, found at 45 C.F.R. Parts 80, 84, and 91 and 92, the Grantee shall not exclude, deny benefits to, or otherwise discriminate against any person on the basis of sex, race, color, national origin, disability, or age in admission to, participation in, in aid of, or in receipt of services and benefits under any of its programs and activities, and in staff and employee assignments to patients, whether carried out by the Grantee directly or through a Sub-contractor or any other entity with which the Grantee arranges to carry out its programs and activities.

In accordance with the provisions of Section 11 of the Food and Nutrition Act of 2008 (7 U.S.C. § 2020), the Age Discrimination Act of 1975 (42 U.S.C. § 6101 et seq.), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 701 et seq.), the Americans with Disabilities Act of 1990 (42 U.S.C. § 12101 et seq.), and Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq.), and the regulations implementing these Acts, found at 7 C.F.R. Parts 15, 15a, and 15b, and Part 16, 28 C.F.R. Part 35, and 45 C.F.R. Part 91, the Grantee shall not discriminate based on race, color, national origin, sex, religious creed, disability, age, or political beliefs or engage in reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by the United States Department of Agriculture.

HIGH-RISK IT REVIEW

Pursuant to Wis. Stat. 16.973(13), Contractor is required to submit, via the contracting agency, to the Department of Administration for approval any order or amendment that would change the scope of the contract and have the effect of increasing the contract price. The Department of Administration shall be authorized to review the original contract and the order or amendment to determine whether the work proposed in the order or amendment is within the scope of the original contract and whether the work proposed in the order or amendment is necessary. The Department of Administration may assist the contracting agency in negotiations regarding any change to the original contract price.

GEARS PAYMENT INFORMATION***DHS GEARS STAFF INTERNAL USE ONLY*****GEARS PAYMENT INFORMATION**

The information below is used by the DHS Bureau of Fiscal Services, GEARS Unit, to facilitate the processing and recording of payments made under this Agreement.

GEARS Contract year: 2024

Agency #:	Agency Name:	Agency Type:	GEARS Contract Start Date	GEARS Contract End Date	Program Total Contract:
472779	Depere Dph	60	1/1/2024	12/31/2024	\$8,939

Profile ID#	Profile Name	Profile Note	Profile Current Amount	Profile Change Amount	Profile Total Amount	Funding Controls
155020	CONS CONTRACTS IMM		\$8,639	\$300	\$8,939	N/A
					\$8,939	

DHS GEARS STAFF INTERNAL USE ONLY**GEARS PAYMENT INFORMATION**

The information below is used by the DHS Bureau of Fiscal Services, GEARS Unit, to facilitate the processing and recording of payments made under this Agreement.

GEARS Contract year: 2025

Agency #:	Agency Name:	Agency Type:	GEARS Contract Start Date	GEARS Contract End Date	Program Total Contract:
472779	Depere Dph	60	7/1/2024	6/30/2025	\$3,570

Profile ID#	Profile Name	Profile Note	Profile Current Amount	Profile Change Amount	Profile Total Amount	Funding Controls
155800	COMM DISEASE CTRL & PREV		-	\$3,570	\$3,570	N/A
					\$3,570	

GEARS FEDERAL AWARD INFORMATION

DHS Profile Number	155020
FAIN	NH23IP22611
Federal Award Date	8/31/2023
Sub-award period of Performance Start Date	1/1/2024
Sub-award period of Performance End Date	12/31/2024
Amount of Federal Funds obligated (committed) by this action	\$300
Total Amount of Federal Funds obligated (committed)	\$8,939
Federal Award Project Description	Immunization Cooperative Agreements
Federal Awarding Agency Name (Department)	Department of Health Services
DHS Awarding Official Name	Debra K. Standridge
DHS Awarding Official Contact Information	608-266-9622
Assistance Listing (formerly CFDA) Number	93.268
Assistance Listing (formerly CFDA) Name	Immunization Cooperative Agreements
Total made available under each Federal award at the time of disbursement	\$10,370,663
R&D?	No
Indirect Cost Rate	7.9%

Scope of Work
Communicable Disease Control and Prevention (LPHD and Tribal HD)
Funding Period July 1, 2024-June 30, 2025

Overview

The Communicable Diseases Funding passed in the 2024-2025 Biennial [Budget](#) allocated \$500,000 in GPR per year as a continuing appropriation to local and tribal health agencies for communicable disease control and prevention .

The budget language as passed states:

“252.185 Communicable disease control and prevention.

(1) From the appropriation under s. 20.435 (1)(cf), the department shall distribute moneys to local health departments to use for disease surveillance, contact tracing, staff development and training, improving communication among health care professionals, public education and outreach, and other infection control measures as required under this chapter. The department shall consider the following factors to establish an equitable allocation formula for the distribution of moneys under this section:

- (a) Base allocation, including at least some base amount for each local health department.***
- (b) General population.***
- (c) Target populations.***
- (d) Risk factors.***
- (e) Geographic area, including consideration of the size of the service area or the density of population, or both.***

(2) By January 1, 2019, and biennially thereafter, each local health department shall submit to the division of the department that addresses public health issues a financial statement of its use of funds under this section.”

Eligible Uses

The scope of eligible uses for this additional funding is relatively broad and reflects all responsibilities under chapter 252. Funding may be used for new projects as well as to offset increasing budgetary pressures resulting from ongoing disease surveillance and investigations at the local level. Examples of possible uses include but are not limited to:

- Reduce burden of communicable diseases (CD),
- Ensure or increase capacity to respond to CD events,
- Training to increase competencies around CD issues,
- Purchase additional equipment to allow for easier access when following up on CD reports (such as smartphones or tablets),
- More extensive/complete follow-up on communicable disease outbreaks/reports, or
- Increasing communicable disease awareness in the community along with practical prevention opportunities.

Prohibited uses include:

- Meals for trainings or conferences;
- Uses not intended for infectious disease prevention or follow up.

Reporting Requirement

The local agency is expected to submit its financial statement to the Director of the Bureau of Communicable Diseases of its use of funds for this fiscal year **no later than July 31, 2025**. Local and Tribal Health Agencies for Communicable Disease Funds are to submit their Financial Reports through a designated on-line form. Here is the link to the designated form for the 2024-2025 contract period. You will be asked to provide your contact information; a brief narrative describing how your agency or department used the allocated funds during the funding period; what the desired outcomes were for this funding; how you measured success or progress toward the desired outcomes and the indicators that were measured; indicate whether your agency or department engaged with any partners with the funding, who those partners were and their capacity; if your agency or department learned any lessons regarding how the funding was used and if you want to share those lessons; was there any additional information that you would like to share about the communicable disease funding.

Survey Link

<https://survey.alchemer.com/s3/7775877/2024-2025-Financial-Reporting-for-Local-and-Tribal-Health-Agencies-for-Communicable-Disease-Funds-F-02439>

6. PAYMENT FOR GRANT AWARD

- A. All payments will be made as electronic funds transfers (EFT), by the 5th of the month. GEARS agency reports are available not less than five (5) days prior to the scheduled payment date at the following website and should be reviewed and/or printed each month for each agency type for account reconciliation: GEARS Data Queries: <https://health.wisconsin.gov/cars/GetIndexServlet>.
- B. DHS will assign a GEARS agency number to the Grantee.
- C. The Grantee shall report all allowable costs plus any required matching funds stipulated in the reporting instructions for this Agreement, which are incorporated by reference in the Allowable Cost Policy Manual: <https://www.dhs.wisconsin.gov/business/allow-cost-manual.htm>.
- D. Unless otherwise defined in the scope of work, the Grantee shall submit expenditures on the form required by DHS to the following email: DHS600RCARS@dhs.wi.gov.
- E. Payments to the Grantee will be made on a monthly basis per the GEARS Processing Dates schedule (<https://www.dhs.wisconsin.gov/gears/gears-proc-pymnt.htm>) and based on expenditures submitted by the Grantee on the form required by DHS.
- F. Payments to the Grantee shall not exceed the total Agreement award.
- G. If DHS determines that payments were made that exceeded allowable costs, the Grantee will be notified and have an opportunity to respond. The Grantee shall either substantiate or refund the amount determined to be in excess within thirty (30) days of the initial notification by DHS. DHS may, at its sole discretion, make such refund by withholding money from future payments due the Grantee, at any time during or after the Agreement period. DHS reserves the right to recover such excess funds by any other appropriate legal means.

Certificate Of Completion

Envelope Id: 3F03AD76BEA64D0FB3F8555D1AC72CA8 Status: Sent
Subject: MP - DePere Health Dept - 2024 DPH Consolidated Contract- 435100-G24-DPHCC24-17 M1
Source Envelope:
Document Pages: 8 Signatures: 1 Envelope Originator:
Certificate Pages: 5 Initials: 0 Yvette Smith
AutoNav: Enabled 1 West Wilson St.
Madison, WI 53703
Envelopeld Stamping: Enabled yvettea.smith@dhs.wisconsin.gov
Time Zone: (UTC-06:00) Central Time (US & Canada) IP Address: 165.189.255.23

Record Tracking

Status: Original Holder: Yvette Smith Location: DocuSign
5/8/2024 11:32:10 AM yvettea.smith@dhs.wisconsin.gov
Security Appliance Status: Connected Pool: StateLocal
Storage Appliance Status: Connected Pool: DHS Location: DocuSign

Signer Events

Cody Wagner
CodyW.Wagner@dhs.wisconsin.gov
Office of Legal Counsel
Wisconsin Department of Health Services
Security Level: Email, Account Authentication (None)

Signature

DocuSigned by:
Cody Wagner
31F480248CEC464...
Signature Adoption: Uploaded Signature Image
Using IP Address: 165.189.255.43

Timestamp

Sent: 5/8/2024 11:34:03 AM
Viewed: 5/8/2024 12:25:21 PM
Signed: 5/8/2024 12:30:56 PM

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Chrystal Woller
cwoller@deperewi.gov

Sent: 5/8/2024 12:30:59 PM

Electronic Record and Signature Disclosure:
Accepted: 1/16/2024 8:10:33 AM
ID: c308af43-5153-4021-9998-93d503255d03

Anna Benton
anna.benton@dhs.wisconsin.gov
Security Level: Email, Account Authentication (None)

Electronic Record and Signature Disclosure:
Accepted: 5/8/2024 11:06:14 AM
ID: 6c019108-535c-4d51-9b9d-c4ea03a9bceb

Table with 3 columns: Event Type, Status, Timestamp. Rows include In Person Signer Events, Editor Delivery Events, Agent Delivery Events, Intermediary Delivery Events, Certified Delivery Events, and Carbon Copy Events.

Carbon Copy Events	Status	Timestamp
<p>CARS Contracts DHSCARSContracts@dhs.wisconsin.gov Wisconsin Department of Health Services Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign</p>	COPIED	Sent: 5/8/2024 11:34:03 AM
<p>DPH Contracts DHSDPHContracts@dhs.wisconsin.gov DPH Contracts Shared Account Wisconsin Department of Health Services Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign</p>	COPIED	Sent: 5/8/2024 11:34:03 AM
<p>Kelly Burke kburke@deperewi.gov Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign</p>	COPIED	Sent: 5/8/2024 12:30:58 PM Viewed: 5/8/2024 12:45:35 PM
<p>Sara Lornson slornson@deperewi.gov Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign</p>	COPIED	Sent: 5/8/2024 12:30:58 PM
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	5/8/2024 11:34:03 AM
Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, Wisconsin Department of Health Services (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact Wisconsin Department of Health Services:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: DHSCentral@dhs.wisconsin.gov

To advise Wisconsin Department of Health Services of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at DHSCentral@dhs.wisconsin.gov and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from Wisconsin Department of Health Services

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to DHSCentral@dhs.wisconsin.gov and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with Wisconsin Department of Health Services

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to DHSCContractCentral@dhs.wisconsin.gov and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to ‘I agree to use electronic records and signatures’ before clicking ‘CONTINUE’ within the DocuSign system.

By selecting the check-box next to ‘I agree to use electronic records and signatures’, you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify Wisconsin Department of Health Services as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by Wisconsin Department of Health Services during the course of your relationship with Wisconsin Department of Health Services.



City of De Pere, Wisconsin

Request For Board of Health Action

MEETING DATE: May 13, 2024

DEPARTMENT: Health Department

FROM: Chrystal Woller

SUBJECT: Consideration and Possible Action on SNC Agreement for Use of Facilities, Resources and Services*

ATTACHMENTS:

- Health Dept. Memo _SNC Conferences & Events Contract (DOCX)
- St. Norbert College Agreement for Use of Facilities, Resources and Services (PDF)

CITY OF DE PERE

MEMO



To: Members of the Board of Health
From: Chrystal Woller BSN, RN, MBA
Date: 5/2/2024

Re: Consideration and possible action on the SNC Agreement for Use of Facilities

The Health Department is planning to collaborate with SNC Health & Wellness Services to offer a community discussion on the epidemic of loneliness and isolation. This contract is a standard agreement utilized by the college for anyone who hosts events on campus. The room charge is being waived due to the collaboration with a campus department; however, the contract and proof of insurance needs to be provided to secure the space.

*If the Board of Health approves moving forward with this agreement, this agenda item will also need to be placed on the Council agenda for approval.

Thank you for considering.

ST. NORBERT COLLEGE, INC.
DEPARTMENT OF CONFERENCING
AGREEMENT FOR USE OF FACILITIES, RESOURCES, AND SERVICES

*St. Norbert College, a Catholic liberal arts college embracing the Norbertine ideal of
communio, provides an educational environment that fosters intellectual,
spiritual and personal development.*

PART I

This is an Agreement between St. Norbert College, Inc. Department of Conferencing (hereinafter referred to as "the College" and the party named on line 1 (hereinafter referred to as "Licensee"). In consideration of the mutual covenants and agreements stated in Part I and Part II of this document and all attachments hereto, the parties agree as follows:

- I.A. The College hereby grants to Licensee, and Licensee hereby accepts a license to use the College facilities, resources, and services for the purpose of holding an educational conference or event consistent with the College's mission.
- I.B. Licensee acknowledges that this Agreement is subject to the maximum and minimum attendance numbers as stated on lines 7 and 8. Inasmuch as the total license fee and the purpose of the use of such facilities are based, in part, upon these attendance figures the College may adjust the terms of this agreement if the actual number of attendees does not fall within this range.
- I.C. Licensee shall develop an agenda for conference or event activities. Upon mutual agreement, the College may request a copy of the agenda.
- I.D. Any person/entity executing this Agreement expressly warrants that he/she/it is the authorized representative of the party for which he/she/it has signed.
- I.E. Terms Agreed Upon:
 - 1. Name of Contracting Party (Licensee): De Pere Health Department
 - 2. Principal Address 335 S Broadway De Pere, W 54115

3. Facilities and services: Use of St. Norbert College conference facilities and catering services for meetings and events held throughout the current policy year.

4. Beginning Date: September 19, 2024 5. Ending Date: December 31, 2024

6. Fees: Room Rental and catering to be invoiced following the event. To be determined upon event details with a 20% service fee on food and beverage. Please see II E for cancellation policy.

Requests for additional facilities and services, pending availability, may incur extra charges. See appropriate documents related to room reservations, specifics, and food service contract details.

- 7. Maximum number of guests: n/a
- 8. Minimum number of guests: n/a
- 9. Revised estimate due: 2 weeks prior to date of event
- 10. Guarantee (number of people) due: 5 working days prior to date of event
- 11. Exempt from Wisconsin State Sales Tax? _____ If yes, tax exemption number: _____

12. Signatures:

For Licensee:
Name: * _____
Title: _____
Date: _____

For College:
Name: _____
Title: _____
Date: _____

I have read and understand Part I, Part II, and all attachments to this Agreement * _____
(Initials of Licensee)

Reservations are not guaranteed until this Agreement is signed and returned to St. Norbert College, Conference and Event Services, Michel's Commons, 100 Grant Street, De Pere, WI 54115-2099.

ST. NORBERT COLLEGE, INC.
DEPARTMENT OF CONFERENCING
AGREEMENT FOR USE OF FACILITIES, RESOURCES AND SERVICES

PART II

WHEREAS, the College in the furtherance of its educational and service mission seeks to encourage the dissemination of information through such educational services, conferences and events; and

WHEREAS, Licensee is desirous of using the College resources and facilities in support of an educational purpose or for the purpose of holding an educational conference or event consistent with the College's mission, and

WHEREAS, to an extent not inconsistent or incompatible with the use of the College facilities and resources for the College purposes, the College desires to make the College resources and facilities available to Licensee.

NOW THEREFORE, in consideration of the mutual covenants and agreements stated herein, the parties agree to all terms and conditions outlined in Part I and Part II and all designated attachments thereto and additional terms and conditions as follows:

II.A Guarantee

1. Licensee shall provide the College with a revised estimate of the number of guests on or before the date indicated in Part I, line 9 of this Agreement.
2. Licensee shall provide the College with a guarantee on or before the date indicated in Part I, line 10 of this Agreement indicating the exact number of persons attending the event.
3. If food service is ordered, the guaranteed number will constitute the basis for determining minimum total charges. Licensee will be charged for the guaranteed or actual attendance, whichever is greater, plus any incidental charges listed in this Agreement and addenda attached hereto. If food service is not ordered, the guaranteed number will be used for logistical purposes only. However, if a larger room is needed, based on guaranteed numbers, this could result in a higher room rental fee.

II.B Billing*

The license fees shall be paid in the following manner:

1. Post Event:

An invoice for the amount due under this Agreement will be issued within thirty days following the event. Payment is due 30 days after receipt. Licensee agrees to a finance charge of 1% per month on any unpaid balance, and to, in addition, pay all costs and fees associated with collection of any amount due, including actual attorney fees.

2. Taxes:

Licensee is responsible for the payment of all applicable state and federal taxes, which will be added to the post event invoice.

II.C Additional Resources

In the event Licensee requires the College resources and facilities to accommodate guests in excess of those reported on its Guarantee, but not more than the maximum attendance figure stated in Part I, line 7, the College may, at its option, make available to Licensee additional facilities and resources to accommodate additional guests. However, Licensee shall pay for additional guests based upon the additional costs to the College directly related to additional guests. This will include additional room rental if applicable.

II.D Licensee

It is understood by the parties that this agreement constitutes a license, not a lease, and that the relationship of the parties hereunder is that of licensor and licensee, and not that of landlord and tenant. As such, the College reserves the right to change facility and resource assignments by written notice; provided that the substitute facility and resource assignments are comparable.

II.E Cancellation

Cancellations occurring within 3 business days of the scheduled event may be subject to charges for estimated costs. This will include, but is not limited to, room rental, food and beverage costs. This may also include forfeiture of deposits when applicable.

II.F Termination

If the facilities are destroyed or damaged by fire or other causes or become unavailable or unusable because of strikes, labor disputes, laws, natural disasters, acts of God or any other cause beyond the reasonable control of the College, without limitation, then the College may elect to terminate this Agreement and return the User's deposit, unless other arrangements can be mutually agreed upon.

II.G Liability

The College, its officers, agents, and employees shall not be liable for any injury to, damage, or loss of personal property resulting from attendance at the event which occurs on or about the licensed resources and facilities caused by the negligence or misconduct of the licensee, its officers, agents, employees, and/or invitees. The licensee shall defend, indemnify, and hold harmless the College from any and all losses, expenses, demands, actions, suits, claims or liabilities of whatsoever nature as a result of the negligence of its employees, agents, and/or invitees.

St. Norbert College Catering is committed to meeting the needs of guests who have special dietary restrictions (such as a food allergy or intolerance) and recognizes that many of our guests may also adhere to a vegetarian, vegan or other therapeutic diet. *Our Event Services coordinators will guide the organizer of your event assisting in menu selections suggestions for reasonable and safe accommodation for guests. In addition, St. Norbert College will:*

- St. Norbert College Catering will not assume liability for any adverse reactions that may occur in our dining facilities.
- Menu items are prepared in a multi-purpose central commissary kitchen environment; these ingredients may come in contact with items containing allergens; there is always a risk of cross contact in food handling.
- Food manufacturers are not required to inform us of a change in the ingredients and nutritional content of certain food products; there is a potential that their formulation or processing change could alter allergen and/or nutritional information.
- With advance notice, we can generally accommodate guests who must avoid the Big 8 food allergens, as well as gluten. We do not regularly label allergens or ingredients at catered functions but may occasionally label only for the Big 8 allergens, which are:
 - *milk, eggs, peanuts, tree nuts, fish, crustacean shellfish, wheat, and soy protein.* We will also accommodate gluten intolerance.
- To ensure guest safety, our staff may *not* be able to accommodate individual dietary preferences **the day of** the event.
- We are unable to accommodate for therapeutic diets (e.g. diabetic diet, cardiac diet, renal diet, etc.).

II.H Insurance

Licensee shall obtain, at its expense, liability insurance in which both the College and Licensee are named as insured with minimum policy limits of one million dollars for personal injuries including death, and one million dollars in aggregate for all property damage, the term of such coverage shall coincide with the term of the Agreement. Said policy of insurance shall contain a provision which states that it cannot be canceled except upon fifteen (15) days written notice to all insured. The College shall be furnished with a copy of said policy or certificate of insurance prior to the effective date of this Agreement.

II.I Alcoholic Beverages

It is agreed that the Licensee, its officers, agents, employees, guests, and invitees will indemnify St. Norbert College, Inc; and its affiliated corporations from any & all liability occasioned by the acts of the participants at the event, including those occurring while the participant is under the influence of alcoholic beverages purchased by the Licensee, from the College for the event(s), whether or not the incident occurs at the event or thereafter. Consumption of any and all alcohol is restricted to persons of legal age in the State of Wisconsin.

II.J Food Removal

For the safety of our guests and in compliance with Wisconsin Food Code (3-306.14a), any food that has been served (i.e. placed on a buffet or on a guest table) and was not consumed, may not be re-served or removed from the premises.

II.K Damages and Loss

In the event the facilities and resources licensed hereunder incur any loss or damage as a result of Licensee's negligence or that of guest(s) of Licensee, the College shall notify Licensee of the damage and the estimate of costs to repair and/or replace the damage. Licensee has 10 days to object to any amount on the estimate. In the event that damage incurred would cause interruption to the operation of the College's business, The College shall have the right to repair damage immediately to continue business operations. The College shall make the repairs and/or replacement of damaged or lost property required to restore it to the condition it was in prior to such damage or loss, and shall provide Licensee with an invoice representing the costs to the College of making said repairs and/or replacement. Said invoice is due and payable upon receipt. Licensee, under this paragraph, is deemed to have accepted the facilities and resources in the condition existing prior to the effective date of this license, excepting therefrom latent, undisclosed defects of which the College had knowledge but did not disclose to Licensee at the time of occupancy or use. Licensee is not liable for losses or damages to the premises due to the negligence of the College.

II.L Assignment

This Agreement shall not be assigned by Licensee either in total or part, to others without the prior express written consent of the College.

II.M Right of Entry

Notwithstanding anything to the contrary herein, the College reserves the right at all time to control all facilities and resources licensed hereunder, and to enforce all applicable laws, rules, and regulations. Duly authorized representatives of the College may enter the premises to be used any time and on any occasion without any restrictions whatsoever.

- II.N **Affiliation**
 Except whereby express written permission has been granted, Licensee shall not represent or imply that it is affiliated in any way with St. Norbert College other than as a licensee, and Licensee shall not represent or imply that its activities are endorsed or approved by St. Norbert College.
- II.O **Revision**
 This Agreement contains all the understandings and agreements of the parties, and may be changed only by an agreement in writing signed by the parties and attached hereto.
- II.P **Governance**
 The validity, interpretation and effect of the Agreement shall be governed by the laws of the State of Wisconsin. The laws of the State of Wisconsin shall govern all rights, remedies, obligations and liabilities arising pursuant to this Agreement. Licensee is subject to all applicable state and federal laws and the College mission, rules and regulations, including but not limited to those contained in the agreement.
- II.Q **Publications**
 All written materials, advertising or referring to the College services must be reviewed and approved by Auxiliary Conference and Event Services prior to being mailed.
- II.R **Copyright**
 Licensee is responsible for complying with copyright law, title 17 of the United States Code
- II.S **Limited Use**
 Licensee may use only contracted College facilities and equipment, unless prior approval has been obtained through St. Norbert College Event & Conference Services. Under no conditions shall an unauthorized person undertake repair, service or alternation of any College facility or item of College property.
- II.T **College Rules and Regulations**
 Licensee and Licensee's guests are prohibited from:
 - A. Possession of illegal substances;
 - B. Cooking except in designated kitchen areas;
 - C. Possession of animals, except when required to assist handicapped persons;
 - D. Tampering with fire system or fire safety equipment;
 - E. Possession of any weapon, fireworks, or other flammable materials;
 - F. Disruptive, destructive or dangerous behavior;
 - G. Possession or consumption of alcohol in public areas, or possession or consumption of alcohol by guests under the age of 21;
 - H. No fog machines may be used for dances, etc.
 - I. Smoking, use of e-cigarettes, personal vaporizers, or electronic nicotine delivery systems, smokeless tobacco or use of any other tobacco products is prohibited on St. Norbert College campus. This includes all buildings and campus grounds.
- II.U **Event Content**
 Licensee agrees that the content of all educational conferences and programs will be consistent with the mission and goals of St. Norbert College.
- II.V **TITLE IX AND ANTI-DISCRIMINATION POLICY** - St. Norbert College upholds the sacred dignity of every person. As such, the College is committed to equal opportunity for our students, faculty, and staff, as well as visitors and invited guests. It is the College's policy that no one shall be treated differently on the basis of religion, race, national origin, marital status, sex, sexual orientation, gender identity, disability, and any other protected groups under state and federal laws. The College's Non-Discrimination Policy can be found at <https://www.snc.edu/about/non-discrimination-policy.html>.

Further, The College takes instances of harassment and discrimination very seriously. The College prohibits all forms of sex discrimination according to Title IX of the Educational Amendment Act, including sexual harassment and gender-based violence. All members of the college community, visitors, and invited guests are held to the same expectations and responsibilities as noted in the College's policy on Sex and Gender Harassment/Discrimination, found online at <https://www.snc.edu/titleix/docs/sexual-misconduct-policy.pdf>.

Concerns and potential violations should be reported to the appropriate supervisors or to the Title IX Coordinator. The College will address all known concerns and swiftly address any and all violations of College policies. For more information, visit <https://www.snc.edu/titleix/>.



City of De Pere, Wisconsin

Request For Board of Health Action

MEETING DATE: May 13, 2024

DEPARTMENT: Health Department

FROM: Chrystal Woller

SUBJECT: Consideration and Possible Action on Atmosphere's Furniture Purchase Agreement*

ATTACHMENTS:

- Memo_Furniture Purchase Agreement (DOCX)
- Atmosphere Account-Agreement-Terms-Conditions-OCT-2022-COPY (PDF)

CITY OF DE PERE

MEMO



To: Members of the Board of Health
From: Chrystal Woller BSN, RN, MBA
Date: 5/7/2024

Re: Consideration of Atmosphere's Furniture Purchase Agreement and action forwarding to City Council for Authorization*

The City of De Pere Health Department was awarded a Public Health ARPA grant. The grant award was presented by the previous Health Department Director, Debbie Arbruster, and has already been approved by the City Council.

The purchase of public health workstations/furniture has also been reviewed and approved by WI DHS under the grant's scope of work. Three quotes have been obtained in accordance with the City's purchasing policy and reviewed with the City Administrator. The chosen design and quote is estimated at \$52,888.41 through Atmosphere Commercial Interiors, De Pere. The attached purchase agreement, outlining terms and conditions, has been provided to the City Attorney for review and attached here for your consideration, and action recommending City Council authorization.

ACCOUNT AGREEMENT FOR OBTAINING MERCHANDISE ON CREDIT
AN AUTHORIZED SIGNATURE AND SIGNER'S TITLE ON PAGE 3 IS REQUIRED

Sales Representative _____

Firm's Legal Name _____

DBA _____

Billing Address _____

City, State, Zip _____

How long at current address? _____

If moving, when? _____

Previous Address (if less than 5 years) _____

Future Address _____

Phone # (land line) _____

Alternate Phone # _____

Accounts Payable contact Name _____

Phone # _____

Accounts Payable contact Email _____

Email for Invoices (if different from above) _____

Corporation Partnership Sole Proprietorship Other

Are you a tax-exempt entity? No Yes If yes, please return a signed exemption certificate

Trade Reference

Attach your own form - include full address / phone # / account #

Remit Payments/Deposits

Atmosphere Commercial Interiors
SDS 12-1696
PO Box 86
Minneapolis, MN 55486-1696

Taxpayer Identification Number: 41-1488586

Corporate Office

Atmosphere Commercial Interiors
81 South 9th Street Suite 350
Minneapolis, MN 55402
612-343-0868

TERMS AND CONDITIONS

July 2022

Each quotation, proposal or purchase order is subject to these Terms and Conditions, except as otherwise agreed by Atmosphere Commercial Interiors, LLC (ACI) in writing.

- 1) **ACCEPTANCE:** Orders require a hard copy purchase order from Buyer or a signed and dated ACI quotation.
- 2) **MODIFICATIONS:** Any modifications to approved orders must be made in writing and are subject to ACI's ability to conform.
- 3) **DEPOSITS:** A deposit of 50% is required. If the project is financed, a deposit is still required.
- 4) **PRICES:** Prices quoted by ACI are firm for fifteen (15) days from the date of ACI's quotation and are contingent upon acceptance of these Terms and Conditions of sale.
- 5) **TIMING:** Product orders will be invoiced when product is delivered to the warehouse. Direct shipments from manufacturers will be invoiced upon shipment from the manufacturer. Services (Design, Project Management, Delivery & Install) will be invoiced after they have been performed.
- 6) **PAYMENT TERMS; ADJUSTMENTS:** Payment is due in full 30 days after date of invoice. For amounts past due, Buyer agrees that ACI may assess and collect a carrying charge at a monthly rate of 1.5% (18% Annual Percentage Rate) or the maximum rate permitted under Minnesota law. Disputes or adjustments will not influence payment obligations for the remainder of the order.
- 7) **TAXES:** Buyer agrees to pay all applicable taxes.
- 8) **DELAYS:** If Buyer is unable to receive product at its site on the mutually agreed delivery date, or if stored by ACI at the client's request, product will be invoiced as if delivered. Standard payment terms will apply and storage, transportation and additional labor charges may also be applied. Ownership of the product will transfer to Buyer upon payment, and ACI will continue to provide insurance for product while in storage.
- 9) **SURCHARGES:** In the event that ACI suppliers add a surcharge, ACI will include those miscellaneous charges (including a reasonable mark-up) in all quotes.
- 10) **CHANGES/CANCELLATIONS:** Buyer will pay all additional charges from the manufacturer for order changes and approved cancellations. Extra storage, handling and overtime/labor may be charged. All product is custom manufactured to customer specifications and, therefore, cannot be returned.
- 11) **LEGAL FEES:** Should either party incur expense enforcing the Account Agreement (including these Terms and Conditions), the party in default will reimburse the other party for such expenses, including costs of collection and reasonable attorney's fees.
- 12) **ACI'S RESPONSIBILITIES; LIMITATION OF LIABILITY:** ACI assumes responsibility to receive, inspect, stage, deliver and install Buyer's goods. Furnishings will be clean and in good working order. Packing materials will be removed, and premises will be left in good order. When applicable, ACI may direct shipments directly to Buyer's site. ACI's obligations are limited to replacement or repair of defective merchandise or, at ACI's option, to refund the purchase price of such defective merchandise upon return, without further responsibility. ACI shall not be liable to Buyer in any event for any incidental or consequential damages (including, loss of use, time or profits) in connection with the performance or breach of these Terms and Conditions, whether or not ACI has been advised of the possibility of such damages. In no event shall ACI be liable for any amount exceeding the purchase price paid by Buyer to ACI.
- 13) **FREIGHT CLAIMS:** Claims for products shipped via ACI and damaged in transit will be the responsibility of ACI. In the case of drop shipments where product is delivered direct from the manufacturer to the customer's site and ACI is not performing the receipt of product or installation, Buyer will be responsible to receive, inspect, and install ordered goods, including packaging, and is responsible for filing of freight claims directly with the carrier.
- 14) **NORMAL BUSINESS HOURS:** Unless otherwise agreed, delivery and installation will be made during ACI's normal business hours.
- 15) **CONDITION OF SITE:** Site will be clean and clear of all obstructions prior to installation. Buyer will provide adequate facilities and space for unloading, staging, moving, handling and storing product at Buyer's site. Buyer will furnish electrical current, fire protection equipment, heating, lighting and elevator service at job site without charge to ACI.

- 16) **ERECTION AND ASSEMBLY:** ACI's ability to erect, assemble, install, permanently attach, or bolt in place movable furniture is dependent upon agreements made by trade unions at the site. If trade regulations require employing union tradesmen to complete the installation, the cost will be paid by Buyer.
- 17) **RISK OF LOSS:** Buyer assumes all risk of loss of delivered product. Buyer is responsible for security and safekeeping of product after delivery to job site.
- 18) **INSURANCE:** ACI will carry general liability, worker's compensation, property damage, and automobile insurance. Buyer shall be responsible for carrying liability insurance and fire and casualty insurance covering its site.
- 19) **WARRANTIES:** ACI is not the manufacturer of any furniture, furnishings or other products supplied to Buyer ("Supplied Products"). ACI makes no warranties, express or implied, regarding any Supplied Products, including any warranty of merchantability or fitness for a particular use and/or particular purpose. ACI agrees to act as Buyer's agent in event of claims as to defective materials or workmanship that may be made within the warranty period stated by the manufacturer or supplier. Buyer shall, however, rely exclusively upon warranties provided by the manufacturer or supplier of all Supplied Products. The foregoing shall be Buyer's exclusive remedy and ACI's sole liability and obligation in the event of any defects in Supplied Products.
- 20) **INTERPETATION OF TERMS AND CONDITIONS:** These Terms and Conditions supersede any contradictory terms on Buyer's purchase documentation. Any amendment or modification to these Terms and Conditions must be made by written agreement signed by ACI and Buyer. All provisions of the Account Agreement (including these Terms and Conditions) are deemed severable.
- 21) **ACTS BEYOND REASONABLE CONTROL:** ACI shall not be liable for any delay or failure to deliver any or all of the product or services where such delay or failure is beyond the reasonable control of ACI.
- 22) **ASSIGNMENT AND DELEGATION:** No right or interest in the Account Agreement (including these Terms and Conditions) shall be assigned by either Buyer or ACI without the written permission of the other party
- 23) **SECURITY INTEREST:** The Account Agreement (including these Terms and Conditions) is for the purpose of commercial credit only; no consumer credit is offered. Buyer warrants and represents that it is not buying merchandise for personal, family or household use. Buyer grants to ACI, and ACI retains, a purchase money security interest in all merchandise contracted for, until ACI receives payment in full. Buyer agrees to execute financing statements and other documents when requested by ACI to perfect ACI's interest as a secured party.
- 24) **GOVERNING LAW:** The Account Agreement (including these Terms and Conditions) and all rights and obligations of the parties shall be governed by and construed in accordance with the laws of the State of Minnesota.
- 25) **GOVERNMENT CONTRACTING:** The provisions of Executive Order 11246, or any similar state or local requirements, are not applicable to this Account Agreement.

Firm's Legal Name _____

Authorized Signature _____

Name and Title _____

Date _____



City of De Pere, Wisconsin

Request For Board of Health Action

MEETING DATE: May 13, 2024
DEPARTMENT: Health Department
FROM: Chrystal Woller
SUBJECT: Director's Report

ATTACHMENTS:

- Director's Report Q1 (DOCX)

CITY OF DE PERE

MEMO



To: Members of the Board of Health
 From: Chrystal Woller BSN, RN, MBA
 Date: 5/2/2024

Re: Q1 Director's Report

This first quarter has brought so much opportunity! I wanted to provide a report on some of the initiatives the department has been working on over the last couple of months. The following updates are high-level initiatives that I wanted to call your attention to here.

- De Pere Health Department will be hosting two students starting in May. One student is a paid public health intern (undergraduate student), working mostly with Trista, in the Environmental Health Program. He will begin his time with De Pere Health Department at the end of May and conclude his time sometime in August. Some of his responsibilities will include assisting Trista with inspections and pool sampling as well as other public health activities. Our second student will be a graduate nursing student with Colorado State University-Pueblo. He is attending online and is required to do a clinical rotation and project. This student also just happens to also be the Calumet County Health Officer which will provide benefit both health departments and the student.
- In December 2023, the US Surgeon General released an advisory regarding the devastating impact of the epidemic of loneliness and isolation in the United States. The WI DHS Maternal Child Health Grant has approved De Pere Health Department to move forward with the mural project as part of a more comprehensive strategy to engage with the community to promote social connectedness. An RFP has been developed in collaboration with Definitely De Pere, and ties into the Beyond Health Community Health Improvement Plan strategy 2.1, with the theme, *Belonging Begins Here*.
- As part of the public health ARPA grant, the health department is working with K-12 schools to fund COVID response medical equipment for future response. In addition, the health department is moving forward with purchasing new workstation furniture/equipment for the health department. Working through the City's purchasing policy to execute this activity. The public health ARPA funds will end in 12/2024, and a spending plan has been submitted to the state to ensure the funds will be fully utilized and in accordance with the scope of work as intended. We do anticipate an extension of the COVID vaccine funds for another year (6/2025), the addendum to the contract is pending.
- The first week of April brought winter storm Cora to the area. We had approximately 125 people without power in the city limits of De Pere. The health department worked with the Fire Department and City Communications to disseminate messaging on options at the community center for warming and/or phone charging. The message also offered that anyone in need of resources reach out to either the fire department or health department for assistance. We did not receive any requests for assistance. In addition, the health department coordinated a joint

press release with Brown County Health and Human Services and Oneida Nation Health Department regarding what to know and do when experiencing an extended power outage.

- The health department disseminated weather radios and a preparedness emergency guide as part of severe weather awareness week. Preparedness grant funding allowed for the purchase of 50 radios, these were all disseminated to residents the first day by 11 am.



City of De Pere, Wisconsin

Request For Board of Health Action

MEETING DATE: May 13, 2024

DEPARTMENT: Health Department

FROM: Chrystal Woller

SUBJECT: Communicable Disease Quarterly Report

ATTACHMENTS:

- 2.1.24 to 4.29.24 BOH Disease Incident Count (PDF)
- Health Dept Communicable Disease Quarterly Report (DOCX)



**Wisconsin Department of Health Services
Division of Public Health
PHA VR - WEDSS**

Disease Incidents by Episode Date

Jurisdiction: De Pere

		2024
Disease Group	Disease	Total
Chlamydia Trachomatis Infection	<i>Group Total:</i>	26
Coronavirus*	<i>Group Total:</i>	60
	CORONAVIRUS, NOVEL 2019 (COVID-19)	57
	CORONAVIRUS, NOVEL 2019 (COVID-19) - ASSOCIATED HOSPITALIZATION	3
Gonorrhea	<i>Group Total:</i>	4
Influenza*	<i>Group Total:</i>	53
	INFLUENZA	46
	INFLUENZA-ASSOCIATED HOSPITALIZATION	7
Lyme Disease	<i>Group Total:</i>	1
Pathogenic E.coli	<i>Group Total:</i>	1
Pertussis (Whooping Cough)	<i>Group Total:</i>	2
RSV*	<i>Group Total:</i>	8
	RESPIRATORY SYNCYTIAL VIRUS (RSV)	7
	RESPIRATORY SYNCYTIAL VIRUS (RSV) - ASSOCIATED HOSPITALIZATION	1
Salmonellosis	<i>Group Total:</i>	1
Streptococcus Pneumoniae Invasive Disease	<i>Group Total:</i>	3
Yersiniosis	<i>Group Total:</i>	1
	<i>Period Total:</i>	160

Default Filters: 'State' EQUAL TO 'WI'

Includes PROBABLE and CONFIRMED cases 2/1/24-4/29/24

*many still pending investigation/verification of hospitalization, only hospitalizations are required to be reported

Executed: 4/29/2024 2:58:12 PM

Page 1 of 1

CITY OF DE PERE

MEMO



To: Members of the Board of Health
From: Danielle Jauquet BSN, RN, Public Health Nurse
Date: 4/29/2024

Re: Quarterly Communicable Disease Report

High numbers for COVID, RSV, and Influenza but reporting remains inconsistent with some providers reporting ALL positive results rather than just the required hospitalizations. When all positive lab reports are reported, it requires staff review and medical record requests to determine hospitalization status with many still pending investigation.

Pertussis cases include one confirmed with positive test and one symptomatic contact to that confirmed case, both at De Pere High School. Additional cases in Brown County jurisdiction who attend De Pere schools. 3 DTaP/TDaP clinics were held at De Pere Health Department in response to this cluster. Exposure notification letters sent to affected schools and general letters to USDD along with email notification to surrounding school nurses. Continue to investigate suspect cases.

Finally, staff are coordinating with Brown County Health Department in response to a case of Hepatitis A. The case resides outside De Pere jurisdiction but is employed within the jurisdiction. De Pere Health Department educated 85 people on the illness and vaccinated 13 out of the 29 eligible people.



City of De Pere, Wisconsin

Request For Board of Health Action

MEETING DATE: May 13, 2024
DEPARTMENT: Health Department
FROM: Chrystal Woller
SUBJECT: Quarterly Environmental Health Report

ATTACHMENTS:

- Env Health Quarterly Report (DOCX)

CITY OF DE PERE

MEMO



To: Members of the Board of Health
From: Trista Groth, CSP, RS, Environmental Health Sanitarian
Date: 5/3/2024

Re: Environmental Health Quarterly Update

The city approved the Health Department to create a grant funded EH Intern position for the first time, starting this summer. The selected undergraduate college student from Concordia University (Environmental Science major) will be starting at the end of May. The intern will be trained to conduct TRH inspections and to assist with various environmental complaints, public and social education events, assist with response to animal bite follow up, and will assist with inspection of food vendors at temporary events.

This spring continues to be very busy with new businesses and change of owners for licensed establishments. It is anticipated that by the end of the current license year (June 30, 2024) there will be approximately 230 licensed establishments in the city. For comparison, there were approximately 200 at the same time last year.

The sanitarian worked closely with the Assistant City Attorney and the City Finance Director to establish a licensing process for short-term rentals during the 2025 NFL draft. The Greater Green Bay Chamber has developed a formal Process/Guide for prospective renters to reference when considering a rental of one of their properties during the Draft. Because it can be confusing for the public to know which agency to contact for licensing, the document clarifies this process.

With the approval of the license fee increase (12%), during the budget process, communication will go out with license renewal notices. The biggest impact will be the addition of the new license categories for pools and Rec Ed Camps. The reason for the changes will be included in the mailing, informing operators of the changes.

The DATCP program review occurred on March 29th, 2024. This evaluation is required by Chapter 97.41(2) Wis. Stats. and ATCP 74.12, Wis. Adm. Code. Program agreements, policies, procedures, inspection report documentation and budget were reviewed. The evaluation revealed that the De Pere Retail Food and Recreational Business Agent program *is in compliance with* applicable state statutes, codes, regulations and departmental policy. A final virtual meeting is scheduled for 5/22/2024, in accordance with DATCP protocol.



City of De Pere, Wisconsin

Request For Board of Health Action

MEETING DATE: May 13, 2024

DEPARTMENT: Health Department

FROM: Chrystal Woller

SUBJECT: Quarterly Report: Meetings/Tranings and Education/Outreach

ATTACHMENTS:

- De Pere Health Department Outreach and Prevention Activities (DOCX)
- De Pere Health Department Trainings conferences (DOCX)

De Pere Health Department Outreach and Prevention Activities

DE PERE HEALTH DEPARTMENT OUTREACH AND PREVENTION ACTIVITIES - February 2024			
Job/Activity	Name	Date	Notes
Bingocize featured on local TV station - WBAY	Andy and Health dept. team	2/5/2024	https://www.wbay.com/2024/02/05/de-pere-offers-bingo-cize-prevent-falls/
Opioid & Narcan Presentation w/ Vivent Health @ MCW	Chrystal, Sara, Danielle	2/7/2024	
VFC Clinic	Sara, Danielle	2/8/2024, 2/27/2024	
Annual WELLO Well-Being Summit	Chrystal, Sara, Danielle	2/14/2024	
Car Seat Clinic	Sara, Danielle	2/21/2024	
Bingocize Class (Fall Prevention Exercise w/ Bingo)	Kelly, Sara, Danielle	2/26, 2/28/2024	
Library Picnic and Play	Sara	2/15/2024	
Emergency Mgmt Meeting w/ WDP School District	Sara	2/29/2024	
MIH Home Visit	Sara	2/7/2024	

DE PERE HEALTH DEPARTMENT OUTREACH AND PREVENTION ACTIVITIES - March 2024			
Job/Activity	Name	Date	Notes
Bingocize Class (Fall Prevention Exercise w/ Bingo)	Kelly, Sara, Danielle	3/4, 3/6, 3/11, 3/13, 3/18, 3/20, 3/25, 3/27/2024	
Brain Day @ GB Botanical Gardens- Prevention Coalition Booth	Danielle	3/13/2024	
Urban Orchard Site Visit St. Anne's	Danielle, Sara, Chrystal	3/12/2024	
VFC Clinic	Sara, Danielle	3/14/2024, 3/26/2024	
Definitely De Pere George St Mural Meeting + Social Connection Campaign	Danielle, Sara, Chrystal	3/19/2024	
Car Seat Clinic	Danielle, Sara	3/20/2024	
Stay at Home Assistance Visits x2 with DP Fire Rescue	Danielle, Tony	3/25/2024	
Brown County Communicable Disease Update	Danielle	3/8/2024	
Public Health Intern Opportunity Education/Outreach @ SNC	Chrystal	3/13/2024	
Health Officer Coordination (De Pere, Brown and Oneida)	Chrystal	3/21/2024	
MPH student prevention/outreach meeting: Health Equity and opportunity to collaborate	Chrystal	3/28/2024	
Education and outreach conducted via routine inspections	Trista	daily	
Norovirus outreach email to City of De Pere Staff	Sara	3/5/2024	
Library Picnic and Play	Sara	3/21/2024	

De Pere Health Department Outreach and Prevention Activities

DE PERE HEALTH DEPARTMENT OUTREACH AND PREVENTION ACTIVITIES -April 2024			
Job/Activity	Name	Date	Notes
Public Health Intern interviews	Chrystal, Trista	4/1, 4/2/2024	
Great Decisions Lecture Series Presenter: Public Health Preparedness	Chrystal	4/3/2024	
Severe weather response outreach/education: social media and power outage joint press release with Brown, Oneida, and De Pere	Chrystal, Sara	4/4/2024	
Non-congregate MOU discussion with the SNC Kress Inn	Chrystal, Sara	4/4/2024	
Education/Discussion regarding Urban Orchard Project	Chrystal	4/4/2024	
Press Release re: Severe Weather Awareness Week and weather radio distribution	Sara, Chrystal, Kelly, Trista, Danielle	4/8-4/12	Weather radios were all disseminated on Monday
Bingocize	Danielle, Sara, Kelly	4/1, 4/3, 4/8, 4/10, 4/15, 4/17, 4/22, 4/24, 4/29	
NER PH Manager Meeting	Sara, Danielle	4/5/2024	
Library Picnic and Play	Sara	4/11/2024	
Interinstitutional Undergrad Community Health Meeting	Sara	4/12/2024	
Stay at Home Assistance Visits x2 with DP Fire Rescue	Danielle	4/19/2024, 4/26/24	
NBC26 interview: Pertussis	Chrystal	4/17/2024	https://www.nbc26.com/news/local-news/in-your-neighborhood/de-pere/doctors-detail-telltale-signs-of-whooping-cough-as-probable-cases-linger-in-de-pere
VFC Monthly Walk-In Clinic	All	4/17/2024	
DTaP/TDaP added clinic	Sara, Chrystal, Kelly	4/24/2024	
MIH Stroke and COVID visit	Danielle	4/26/2024	
Car Seat Clinic	Danielle and Sara	4/23/2024	
Foxview Bike Rodeo	Danielle and Sara	4/29, 4/30/24	
Outbreak Touchbase School Nurses	Danielle, Sara, Chrystal	4/16, 4/17, 4/22, 4/24, 4/25, 4/26, 4/29, 4/30	
BCCFSP Middle School Hope Squad Day	Danielle	4/29/2024	
MIH Stroke and COVID visit	Sara	4/22/2024	
Hepatitis A Response	Sara, Danielle, Chrystal, Trista	4/23-4/27/24	

De Pere Health Department Trainings and Conferences

DE PERE HEALTH DEPARTMENT TRAININGS/CONFERENCES/CE - FEBRUARY 2024			
Job/Activity	Name	Date	Notes
WALHDAB Tuesday Forum	Chrystal Woller	2/6/2024	
Bureau of Communicable Diseases Monthly Update	Chrystal Woller	2/7/2024	
New Health Officer Monthly Connection (WALHDAB)	Chrystal Woller	2/12/2024	
WALHDAB Operations Conference	Chrystal Woller/Sara Lornson	2/13/2024	
DHS Public Health Nurse Network	Danielle	2/1/2024	
Opioid Overdose Reduction Continuum of Care webinar	Danielle	2/2/2024	
Maximizing HPV Vaccine Impact in WI: The Case for Early Initiation and Regional Insights	Danielle, Sara	2/6/2024	
MCH Social Connections Learning Community Call	Danielle, Sara, Chrystal	2/8/2024	
WI Public Health Laws in Preventing and Controlling Communicable Diseases	Danielle	2/14/2024	
Connecting for Solutions: Youth Participation in Activities and Children's Mental Health	Danielle	2/28/2024	
Arts-Focused Approaches to Public Health Communications	Danielle	2/29/2024	
COCA Call- Overdoses Involving Xylazine Mixed with Fentanyl: Clinical and Public Health Implications	Danielle	2/29/2024	
Region V Public Health Leadership Institute Course	Sara	2/8, 2/22	
Nerve Agents and the Role of the SNS Chempack Program	Sara	2/13/2024	
WIs Public Health Laws in Preventing and Controlling Communicable Diseases	Sara	2/14/2024	

DE PERE HEALTH DEPARTMENT TRAININGS/CONFERENCES/CE - MARCH 2024			
Job/Activity	Name	Date	Notes
Wisconsin Public Health Network	Danielle, Sara	3/7/2024	
Brown County Communicable Disease Surveillance Group	Danielle	3/8/2024	
CHIP/SHIP Alignment Community of Practice (WI DHS)	Danielle	3/12/2024	
Why Social Connections Matter to Economic Health	Danielle	3/13/2024	
Canva Crash Course	Danielle, Sara, Chrystal	3/18/2024	
Using Data Visualization in Public Health Communications	Danielle, Chrystal	3/21/2024	Using Data Vizualization in Public Health
New Health Officer Forum (WALHDAB)	Chrystal	3/11/2024	
WALHDAB Tuesday Forum	Chrystal	3/19/2024	
Annual Bloodborne Pathogen Training	Chrystal	3/21/2024	
Region V Public Health Leadership Institute Course	Sara	3/7, 3/21	
The Quality Improvement Toolkit: A Step-by Step Guide to Creating PHAB-ulous QI Projects	Sara	3/7/2024	
Governor's Conference on Emergency Management	Sara	3/13-3/15/24	
SE AWY Effective Facilitation Training Series	Sara	3/20/2024	

DE PERE HEALTH DEPARTMENT TRAININGS/CONFERENCES/CE - APRIL 2024			
Job/Activity	Name	Date	Notes
WALHDAB Tuesday Forum	Chrystal	4/2/2024, 4/16/2024	
New Health Officer Forum (WALHDAB)	Chrystal	4/8/2024	
Wisconsin Virtual TB Summit	Sara, Danielle	4/2, 4/16	
Region V Public Health Leadership Institute Course	Sara	4/4, 4/18/24	
Lifesaver's Conference	Sara, Danielle	4/6 - 4/10/24	
NEWIC Immunization Symposium	Danielle, Kelly, Sara	4/25/2024	
HPAI Scientific Symposium	Sara	4/25/2024	