

**BOARD OF HEALTH MEETING  
CITY OF DE PERE, WISCONSIN – March 21, 2016**

The Board of Health of the City of De Pere, Wisconsin met in regular session in the Riverview Conference room at City Hall, on Monday, March 21st at 5:15 p.m.

Roll call was taken and the following members were present: Mike Donovan, Pat Finder-Stone, Jim Kneiszel, Dennis Hibray, Dr. Michael McHenry, Chrystal Woller, Dale Schmit and Julie Switzer. Also present was Ruth Scheck, a UWGB nursing student.

1. Approval of November 16, 2015 Meeting Minutes

Pat Finder-Stone made a motion, seconded by Dr. McHenry to approve the minutes of the November 16, 2015 Board of Health Meeting. Upon vote, motion passed unanimously.

2. 2015 Community Health Improvement Plan Annual Report

The Community Health Improvement Plan was launched in 2015, and should be completed within the next 3 years. The four focus groups are: alcohol misuse, oral health, mental health, and nutrition. The De Pere Health Department has representation on each of these focus groups. The Health Departments lead the steering committee, and the Health Systems lead the focus groups. An educational event was held at Lambeau Field on October 30<sup>th</sup> - “Bridges Out of Poverty” which focused on addressing poverty in these four groups. Suicide Prevention is incorporated into the Mental Health focus group. Pat Finder-Stone made a motion, seconded by Dr. Michael McHenry to accept and place on file. Upon vote, motion passed unanimously.

3. 2015 Health Department Annual Report

The format of the annual report follows the Essential Services or public health. Some of the highlights of 2015 were:

- Implementation of the environmental inspection program
- New programming at the Library, incorporating physical activity and nutrition into the lives of families with young children
- New program with the Fire Department for evidence-based fall prevention (Remembering When)
- Vaccination numbers individually are down. The department has to screen and can only vaccinate children who are under 19, are underinsured, have Medicaid, or have no health insurance. 82% of 2 year olds in De Pere are up to date on their immunizations. 94% of school age children met the WI minimum school vaccination requirements.
- Several animal bite/exposure investigations during 2015
- Radon kits were given free in 2015 because of a radon grant
- Inspection program began again in April, with a total of 234 establishments to inspect. 174 inspections were done by the health department, 54 were completed before the department became an agent. Dale Schmit focuses on priority items that would cause people to become ill when he does inspections. He also tries to make sure that the employees are educated on proper procedures.
- Partnering with area universities and colleges to mentor students

Mike Donovan made a motion, seconded by Pat Finder-Stone, to accept the annual report and place on file. Upon vote, motion passed unanimously.

4. Annual Agency Policy and Procedure Review

Small changes were made and several new policies added for 2015. Policies on TB, a new policy for Ebola response and a new vaccine inventory policy were added. Mike Donovan signed the Policy and Procedure approval page. Pat Finder-Stone made a motion, seconded by Jim Kneiszel to accept the Policies and Procedures. Upon vote, motion passed unanimously.

#### 5. YTD Communicable Disease Report

Chlamydia is the most common reportable disease. Whether confirmed, not a case, suspect or probable, all communicable diseases must have public health intervention. There will be a webinar to update local health departments on the Elizabethkingia virus on Wednesday. So far there have been no reported cases of this virus in the city limits of De Pere. The mosquito that carries the Zika virus has been identified. The state of Wisconsin will test for this virus for free if there is a history of travel to affected countries and the person also has at least 2 symptoms within 2 weeks of return. Dr. Michael McHenry made a motion, seconded by Jim Kneiszel to accept and place on file. Upon vote, motion passed unanimously.

#### 6. Part-time Public Health Nurse Vacancy Update

Ellen Moore, Public Health Nurse announced retirement in February. The part-time nursing position was posted and the interviews will be conducted on April 7<sup>th</sup> and 8<sup>th</sup>. Additional hours for this position will be asked for in the next budget session.

#### 7. 2016-2017 Weights and Measures Fee Formula Results

The price per device for 2016/2017 will be slightly less because of more devices being identified in city businesses. An application is sent to all businesses in January to determine the number of devices for their business. The total amount to run the program is divided by all of the devices to get a per device cost. A device could be a grocery scale, scanner, fuel pumps, etc. Dennis Hibray made a motion, seconded by Mike Donovan to accept and send to the City Council for their approval. Upon vote, motion passed unanimously.

#### 8. MOU Draft Back-up Sanitarian Services with Menasha

The MOU is a draft for backup Sanitarian services in the event that Dale would be temporarily unable to perform his duties. The final approval needs to come back from Menasha. Pat Finder-Stone made a motion, seconded by Dr. Michael McHenry to accept the MOU and send it to the City Council for approval once Menasha approves. Upon vote, motion was passed unanimously.

#### 9. Sanitarian Program Update

Dale gave an update on merger as requested. DHS and DATCP will be merging into DFRS (Division of Food and Recreational Safety). City ordinances will have to change when the merger is officially adopted by the legislature, at which time the health department would sign a new contract. It will probably be June 30<sup>th</sup>, which is the end of the license year. Tattooing and Body Piercing will be under DSPS (Department of Safety and Professional Services). The health department will have to sign an agreement with DSPS to do the inspections. New businesses: Fox River Tours, Kwik Trip and a Café on Honey Ct. Mike Donovan made a motion, seconded by Dennis Hibray to accept and place on file. Upon vote, motion was passed unanimously.

#### 10. YTD Health Hazard/Nuisance Complaints

There have been 8 complaints so far in 2016; hoarding, noise, odor and 38% have been dog feces complaints.

#### 11. Outreach/Prevention Activities

February Activities Include:

- Proper Sewage Cleanup Fact Sheet – media interview & on website
- Radon Education (Channel 5 & 26)
- Flu Education (Channel 2 & 26)
- Remembering When- Press Gazette & 2 Community Presentations
- 2016 Health Ranking – Press release
- Collaborating with the Community Center on VERB project, which is a CDC program which incentivizes physical activity for children. It will be kicked off this summer.

- Parents who host lose the most. De Pere has a social host ordinance, so if parents host a party and give alcohol to minors there will be consequences. Working with the Alcohol Misuse task force to get signs out in the community.
- TDAP mass school based clinics planned for April
- Preschool days – Immunization and handwashing education
- Be the Light Walk planning(Suicide Prevention Walk)
- Car Seat Event

#### 12. Public Comment on Matters not on Agenda

Pat Finder-Stone went to a meeting at NWTC, where it was mentioned that there have been 5 cases of threatened suicide that have been averted by intervention of staff and counselors. There were 38 suicides in 2015 in Brown County. Erin Bongers is trained in QPR (Question, Persuade, Refer). She trains others to identify the signs of suicide in individuals, so they can direct them to the appropriate resources.

There are 2 individuals interested in beekeeping in the city.

#### 13. Future Agenda Items

- MOU with Brown County for pool testing
- Continuity of operations plan that needs to be approved for the preparedness program
- Quality improvement plan
- Update on strategic plan

#### 14. Adjournment

Upon motion by Pat Finder-Stone, seconded by Dr. Michael McHenry, the Board of Health unanimously adjourned at 6:40pm.

Respectfully Submitted,  
Julie Switzer  
Health Department Office Assistant