

**BOARD OF HEALTH MEETING
CITY OF DE PERE, WISCONSIN – March 16, 2020**

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 16, 2020 at 5:30 p.m.

1. Call to Order

The meeting was called to order by Dennis Hibray at 5:30 pm.

2. Roll Call

Roll call was taken and the following members were present: Casey Nelson, Dennis Hibray, Ryan Jennings, Teresa Gulyas and Dr. Michael McHenry. Also present were Deborah Armbruster, Dr. Steve Stroman, Trista Groth and Kelly Burke. Public attendees were Mayor Michael Walsh.

3. Approval of November 18, 2020 Meeting Minutes

Casey Nelson made a motion, seconded by Teresa Gulyas to approve the minutes of the November 18, 2019 Board of Health Meeting. Upon vote, the motion passed unanimously.

4. Introduction of Dr. Steve Stroman, Medical Advisor to the De Pere Health Department, to the Board of Health

Debbie Armbruster introduced Dr. Steve Stroman. Dr. Stroman explained that he is an emergency medicine specialist and also has a subspecialty in EMS. He works with many of the fire departments and law enforcement agencies. He has worked with De Pere fire for the past 6 years and with the De Pere Police Department. Dr. Stroman explained that it seemed like a natural progression to assist Deborah Armbruster in Public Health since we are all in the same building and have the same focuses and work with the same personnel. He also works with other places in the community as well as in Oshkosh and Oconto Falls. Dr. Stroman is available to Debbie to answer questions via phone calls and e-mails. Dr. Steve Stroman explained that he has resources he can access to get information at the local, State and Federal level.

5. Presentation of the 2019 Health Department Annual Report

Deborah Armbruster explained that she is very proud of what the Health Department has accomplished with the minimal staff we have. Dennis Hibray commented that the report was colorful and well done. Casey Nelson questioned if we had more ideas of how to get the word out about our services. Deborah Armbruster replied that Kelly Burke and the nurses have been putting a lot of information on Facebook and we have been distributing our brochures to all the programs we are at. We have consistent communication with the long term care facilities regarding our Stay at Home Assistance program and our Stepping On program. The city's website has been updated and we have a page on it regarding COVID-19 with links to CDC (Center for Disease Control and Prevention) and DHS (Wisconsin Department of Health Services). Casey Nelson questioned if the Health Department had done any advertising in the Park & Rec

books. Deborah Armbruster responded that we have not done this yet. The books had just gone to print the last time we looked into it, but we will ask Marty Kosobucki (Parks & Rec) about this again.

Dennis Hibray commented that he was glad the bleeding control initiative was explained in the annual report. Deborah Armbruster reported that Sara Lornson had applied for a grant through Childress Institute to do a project for pediatric bleeding control. The Health Department bought supplies and created bleeding control kits. Deborah Armbruster, Sara Lornson and Fire Chief Al Matzke have been going to places in the community providing education and bleeding control kits. Debbie reported that we were given \$2000 and made 74 kits. Dr. Stroman added that the federal program goal is that every person be trained in CPR and the use of an AED as well as be able to stop serious bleeding.

Casey Nelson questioned if the demographics have shifted in the past few years. Kelly Burke responded that the latest census information published was in 2018, so the demographic information in the Annual Report was based on those numbers.

Dennis Hibray questioned if Trista Groth had inspected everything that needed to be inspected this year between Weights & Measures and Department of Agriculture. Trista responded that all licensed establishments received an inspection. Trista explained that she still needed more training with Weights and Measures, so that was pushed back.

Teresa Gulyas asked if the liaison work that the staff does was listed in the Annual Report, such as the Brown County Alcohol and Drug Coalition for Change. Debbie responded that page 21 lists the coalitions, but we may have missed that one in our listing.

6. Approval of 2020 Health Department Policies and Procedures

Deborah Armbruster explained that the Medical Advisor reviews the Policies and Procedures, and the Medical Advisor and Board President sign off on them. Teresa Gulyas asked how we determine the coalitions we are involved in, such as Green Bay Literacy? Debbie explained that we are not involved in that coalition because it is not really a health related field. Debbie added that if a board member sees a need for us to be involved in a particular coalition, we can look into it and then prioritize which ones we are involved in.

7. Update on Agent Program Status

Deborah Armbruster stated that as of July 1st we will become an independent agent again. Trista Groth explained that the state of Wisconsin has 1 Agent Standard for every health department in the state. When Trista previously worked with Outagamie County, her previous supervisor was the Agent Standard, who then standardized Trista and all staff. Trista went through this process in 2014 and then completed 2 maintenance exercises per year, every year. When Trista started in De Pere, Todd Drew (City of Menasha) was the standard who continued performing the maintenance exercises with Trista. Todd is working with Trista to make sure they hit every item that she will have to do for

her Standardization with the state. Trista filled out her Candidate Nomination Form and submitted it to the State along with her training documentation. The State contacted Trista to schedule that for October. Deborah Armbruster added that Trista needs to complete this process within 18 months of us becoming an agent again. Once Trista passes, she will continue with two maintenance exercises per year. The Bridges of Fox River Consortium will be dissolving as of June 31st. Deborah Armbruster stated that we will put together an MOU with the City of Menasha to assist each other as needed. Trista Groth added that every 3 years the State will be doing an evaluation of the program. This year Menasha is being evaluated and Arthur Ness from the State will be looking at some of De Pere's documentation. Arthur Ness asked Trista to go out with him to do a mock standardization exercise. Trista feels it would be a good gesture to accept his invitation. This shows an effort on both our part and the State to ensure we pass standardization.

8. Community Health Updates regarding staff trainings, outreach activities and quarterly disease report

Debbie Armbruster asked if there were any questions regarding trainings and outreach. Dennis Hibray asked if the Health Department was restricting any training now due to COVID. Debbie responded that many events are now cancelled or rescheduled for a later date.

9. Updates on COVID-19

Deborah Armbruster reported that for the last 2 weeks, COVID-19 has been all the Health Department has been talking about. Sara Lornson, Erin Bongers and Deborah Armbruster were very busy this weekend with phone calls, questions and tracking the individuals under investigation through the Wisconsin Electronic Disease Surveillance System. The Health Department has a number of PUI's (Person Under Investigation) in De Pere. It's just a matter of time before we get a positive test result in De Pere. At this point in time, the only people being tested for COVID-19 are those considered high risk, which would mean travel or contact with a confirmed case, in addition to symptoms. There have been a lot of requests for testing, but they are being declined due to the lack of travel or contact.

Deborah Armbruster has meetings every morning with the health systems whom provide an update on how many cases they are seeing. The health systems are working together to develop a few testing sites that all health systems would work together to operate. However, that has not come to fruition yet. Dr. Steve Stroman stated that Aurora has a testing site being constructed out of construction trailers on the east side of the hospital. This will be operational either Wednesday or Thursday. Each of the health systems is committed to at least 1 site. Bellin is doing testing across the street from their hospital. Prevea has a testing site at the Urgent Care on Washington Street. The mayor has left 6 parking spots reserved for the testing at this site. People should call ahead before going to a clinic for testing.

EMS is developing protocols on responding to people calling EMS because they want COVID-19 testing. Dr. Steve Stroman explained that based on the declaration of the emergency, it lifts some of the daily operational protocols that EMS operates under. Typically if you call an ambulance, you would be transported to a hospital. EMS now has the ability to say that under certain guidelines, this is not appropriate. EMS will do an evaluation and contact one of our doctors if they have someone in that category. The person may not get a test just because they want one.

Dennis Hibray asked what Public Health's role is in this? Deborah Armbruster responded that we are opening a unified command unit at the Sophie Beaumont Building downtown with the 3 health officers or designees manning it (De Pere, Oneida and Brown County). This will be a center where questions may be directed so that we have unified answers from all of Brown County.

Deborah Armbruster stated that De Pere's Emergency Management team has been preparing a situation like this for quite some time and De Pere has a good handle on it. The nurses are working with the Wisconsin Electronic Disease Surveillance System. When our nurses get a PUI (person under investigation) in their system, they are calling all of them to see how they are doing, inform them to self-quarantine, and answer questions. Brown County is not contacting their residents until the test results are back. If we get a positive case, we are working through the logistics of letting EMS know if it's something they need to be aware of prior to any transport.

Teresa Gulyas asked about the role of the health department regarding people congregating in social establishment for St. Patrick's Day. Debbie responded that Governor Evers had lowered the allowed crowd size to 50 with social distancing, and this afternoon, President Trump advised lowering the crowd size to 10. The community center and all city events have been cancelled until further notice. The Health Department will follow the guidance from the Division of Health Services in regards to social distancing and crowd limits. The St. Patrick's Day parades are cancelled. Debbie reported that the City of De Pere is looking at putting out a resolution to say where their stance is on this topic. Mayor Michael Walsh explained how hard the Health Department has been working on this. He believes the city has done a good job not panicking people. Mayor Walsh explained that the city is working on solutions for social distancing during meetings, especially since the Council meetings would have over 10 people and the seats are less than 6 feet apart. Casey Nelson added that asking the public to attend a meeting is sending the wrong message at this point. We hold public meetings to be transparent, but we want people to stay home right now. Casey Nelson stated that we are moving towards a national lockdown. The Board discussed if the limit on crowd size was a suggestion or if it was enforceable? Debbie clarified that according to the media release from Tony Evers, he directed the Department of Health Services to issue an agency order prohibiting mass gatherings of 50 or more. Therefore, there could be some consequence if gatherings of more than 50 occur.

Casey Nelson asked what a "PUI" was. Deborah Armbruster explained that this is someone who has been tested and we are awaiting test results. In addition, people who have been in contact with a positive case would be investigated (without being tested). Currently, if a person calls the Health Department with symptoms, we direct them to call their health providers. If they do not have one, they should call urgent care or the Emergency Room. We do not want these individuals to "walk in" at clinics and hospitals. The provider can direct them where to go for testing. Dr. Steve Stroman added that providers will tell them to isolate at home, unless they get worse. There is nothing that can be done for this virus in the early stages. The patient should monitor their temperature twice a day and let the doctor know if they are vomiting or become dehydrated, or something else is going on.

Deborah Armbruster reported that Home Medical was able to get the health systems 40 more ventilators. Dr. Steve Stroman added that several hospitals have cancelled all elective procedures. Casey Nelson reported that the VA is cancelling all appointments unless it is urgent. Casey asked if the testing guidelines were coming from the CDC. Debbie replied the guidelines are from the CDC and DHS. Currently, the state will process between 100-150 tests a day. LabCorp and Quest are supposed to be getting test kits within the week, so there will be more test kits available. Providers are testing for influenza and Strep to rule those out before testing for COVID-19. Dr. Steve Stroman added that there is a delay in results because the tests all go to one of two state labs, either Madison or Milwaukee. Only the highest risk people are being tested right now. With private labs coming on board, we are unsure how the cost of those tests will be covered.

Dennis Hibray asked if there would be money coming in to help with the cost of this. Debbie answered yes, we do not know amounts yet, but we will be receiving some emergency management money.

Ryan Jennings asked how we are relaying information to the public. The City of De Pere Health Department is putting information on Facebook. Also, the City of De Pere webpage has links to other websites to provide current information regarding COVID-19, such as CDC and DHS. Dr. Stroman added that all the media sources are instructing people with symptoms to call ahead to their provider and not just come in to the office. Debbie added that we have had a few press releases and press conferences regarding COVID-19. Dr. Stroman added that there is a lot of misinformation being spread on social media, so we need to stick to the data from the CDC and DHS. Debbie stated that Public Health is currently contacting all the PUI's and educating them and asking them to quarantine. When we have positive cases, we will be doing the contact tracing. Dr. Steve Stroman stated that there are positive cases in the community. We just don't know who they are. They may be someone who was pushing the shopping cart before you, or elevator button, or pumping gas before you. Therefore, you need to be diligent about washing your hands with soap and water, and stay away from people who are coughing or look sick.

Deborah Armbruster reported that the City of De Pere has been discussing what we will do with our city employees. The Department heads were asked to determine the essential people that had to be in the building and those that could work from home. We have a plan for what will happen if we need to close the building. We are asking employees to call each other versus talking in person.

Casey Nelson asked if we have any plan in place for the children who normally get lunch through school. Debbie responded that the schools are going to continue a meal program which will be similar to their summer program. They will have designated places where kids can get a bag lunch.

Dr. Michael McHenry asked if we were enforcing any sort of quarantine. Debbie responded that we are not because it would be very difficult to do. Casey added that this is difficult to enforce since we are not testing everyone. When people are not sure if they are positive for COVID, it would be easier to dismiss the quarantine. Also, family members are not being asked to quarantine at this time.

Deborah Armbruster stated that we need to be concerned about our older adult population. Debbie reported that the Meals On Wheels program is continuing services. Teresa Gulyas reported that the ADRC closed, including their loan closet. Dr. Steve Stroman explained that this disease is usually minor for people under age 50. The risk factors with this virus really start at about age 50 and for each decade you go up from 50, the risk of serious illness or death doubles. So, when you're in your 80's the death rate may be 10%-15%. We do not want to see those individuals with positive tests sending their kids to Grandma's house and infecting them.

10. Discuss having Board of Health meetings televised on the closed circuit TV

Dr. McHenry suggested we postpone this topic until after Covid-19. Mayor Walsh suggested sending the item back to staff. Dr. Michael McHenry made a motion to refer it back to staff. Casey Nelson seconded the motion. Upon vote, the motion passed.

11. Public Comment on Matters not on the Agenda

Casey Nelson thanked Ryan Jennings for serving on the Board of Health. Deborah Armbruster also thanked Ryan for his involvement in Strategic Planning and for being so receptive to the Health Department. Dennis Hibray said it had been great working with Ryan and appreciates his insights. Mayor Michael Walsh thanked each Board of Health member for accepting their appointment and serving on this committee. Mayor Walsh and the city appreciate it. Dennis Hibray wished Mayor Walsh the best in his retirement.

12. Future Agenda Items

Casey Nelson asked if we foresee any need for a special meeting in the next month. Debbie Armbruster didn't think so, since all of the decisions on how to proceed with COVID-19 will be made by CDC, DHS and the Emergency Management and Preparedness teams throughout Brown County.

12. Adjournment

Casey Nelson made a motion to adjourn the meeting. Dr. Michael McHenry seconded the motion. Upon vote, the motion passed unanimously. The meeting adjourned at 6:45 pm.

Respectfully Submitted,
Kelly Burke
Health Department Office Assistant