



# Board of Health

## Regular Meeting

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

### Agenda

Monday, February 12, 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 **February 12, 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 November 13, 2023 Board of Health Meeting Minutes
5. De Pere Health Department Staffing Update
6. Results of Wis. Admin. Code Chapter Department of Health Services 140 Review from November 7, 2023
7. Discussion of the 2024 Grants for the Health Department
8. Communicable Disease Report: Annual Overview from 2023 and Quarterly Report 11/23-1/24
9. Environmental Health Report
10. Outreach and Education Activities from 11/23-1/24
11. Next Wisconsin Association for Local Health Departments and Boards Meeting (WALHDAB) on March 14, 2024
12. Future Agenda Items
13. 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**

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**MEETING DATE:** February 12, 2024

**DEPARTMENT:** Health Department

**FROM:** Chrystal Woller

**SUBJECT:** Approval of the November 13, 2023 Board of Health Meeting Minutes

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Please see the attached meeting minutes for review and approval

**ATTACHMENTS:**

- BOH draft minutes 11.13.2023(DOC)



# Board of Health

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

## Regular Meeting

### Draft Minutes

Monday, November 13, 2023,

5:15 PM

Council Chambers and Virtual

5:15 PM Meeting called to order on November 13, 2023, at Council Chambers and Virtual.

1. Call to Order

The meeting was called to order at 5:15 PM by Teresa Gulyas

Attendee Name	Title	Status	Arrived
Pamela Gantz	Aldersperson	Present	
Teresa Gulyas	Board Member	Present	
Dennis Hibray	Board Member	Absent	
Michael McHenry	Board Member	Present	
Devin Perock	Aldersperson	Present	
Steve Stroman	Medical Director	Present	
Kelly Burke	Health Secretary	Present	
Deborah Armbruster	Health Director	Present	
Sara Lornson	Public Health Nurse	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 comments were made.

4. Approval of August 14, 2023, minutes

Pamela Gantz made a motion to approve the August 14, 2023, meeting minutes. Devin Perock seconded the motion. Upon vote, the motion passed.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>AYES:</b>	Pamela Gantz, Teresa Gulyas, Michael McHenry, Devin Perock

5. Resignation of Dr. Steve Stroman as Medical Advisor

Dr. Stroman thanked Dennis Hibray, Debbie Armbruster and the Board of Health for their service. Teresa Gulyas thanked Dr. Stroman for his time being Medical Advisor to the Board. Deborah Armbruster added that Dr. Stroman gave much more time than expected. He sat with Deborah in the EOC during Covid. He was a great leader with a phenomenal knowledge base and was always very responsive when needed. Deborah Armbruster thanked Dr. Stroman for everything he has done for the Health Department.

6. Consideration and possible approval of Dr. Cassie Schandel as Medical Advisor as of 11-14-2023

Dr. Stroman explained that he recommended Dr. Cassie Schandel for consideration based on his personal practice with her. She is an emergency medical physician at Aurora and is a Co-Medical Director for the De Pere Fire Department and Police Department. Deborah Armbruster stated that she spoke with Dr. Schandel, and Dr. Schandel is eager to come aboard.

Dr. McHenry made a motion to approve Cassie Schandel as Medical Advisor. Pamela Gantz seconded the motion. Upon vote, the motion was approved.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>AYES:</b>	Pamela Gantz, Teresa Gulyas, Michael McHenry, Devin Perock

7. Status of Wis. Admin. Code Chapter Department of Health Services 140 review completed on November 7, 2023, results pending.  
  
Deborah Armbruster reported that the Health Department just had their 140 review. Per Deborah, the department will receive written recommendations by the end of the year. The review went well. Dr. McHenry and Dennis Hibray were present at the review. Deborah Armbruster does not anticipate any problems. Deborah explained that the Health Department completes this process every 5 years. During the review, our department needs to explain why we are viable and that we meet the requirements of a level 2 Health Department. Deborah reported that the staff was very involved, and the conversation was fluid.
8. Update on grants status as of 1-1-2024  
  
Deborah Armbruster stated that the grant information is in the packet. Deborah explained that the Health Department is also involved with a grant the Fire Department received through Coverdell. Under this grant, the De Pere Health Department will do home visits in conjunction with the Fire Department for stroke clients. The Health Department has not seen many clients through this program yet. Deborah reported that the Health Department still has funds left from the Covid grants, as indicated in the packet. The money will be used for staff education and programs.
9. Workforce Competency Development Plan for health department staff updated 2023  
  
Deborah Armbruster reported that the Health Department currently has a Public Health Workforce Development grant. The health department has established individual development plans for each staff member based on their interests.
10. Update on De Pere Health Department Lead Program Efforts  
  
Sara Lornson and Trista Groth implemented the Lead and Water testing program in July. This is for licensed childcare facilities with children under 6 years of age. In participating facilities, Sara and Trista tested all the water sources the children had access to for lead. If a water test shows lead is present, this grant will pay for the fixture to be replaced. The health department was reimbursed \$1200 per site tested.
11. Results of Immunization Survey sent to De Pere residents Fall 2023  
  
Debbie Stein oversaw the immunization survey. Deborah Armbruster reported that we received 317 surveys back. Debbie Stein is still analyzing the results. We received some positive and some negative results, as expected. This mailing was sent to all De Pere residents. The residents that responded were honest and seemed to appreciate that their voices were heard. The results will be used to focus our education efforts.
12. Report on De Pere Health Department Outreach/ Prevention Activities for August through October 2023  
  
Deborah Armbruster reported that herself, Debbie Stein, and Trista were at Festival Foods for a food safety event called "Lets Talk Turkey". It was very well received. Festival Foods would like to continue to have these types of events.
13. Report on De Pere Health Department Trainings/Conferences for August through October 2023

- No discussion.
14. Communicable Disease Report for August through October 2023  
No discussion.
15. Update on COVID and RSV vaccine information for the older adult  
Deborah Armbruster asked if anyone had questions on the RSV for older adults. Dr. Stroman reported that many people's insurance does not cover the RSV vaccine. The vaccine costs well over \$300.
16. Tour of the Renovated Health Department once meeting is adjourned  
No discussion
17. Future Agenda Items  
  
This is Deborah Armbruster's last meeting. The introduction of our new Health Officer, Chrystal Woller, will be at the next meeting. Sara Lornson is now Deputy Health Officer. The next Board of Health meeting will be February 12th.
18. Adjournment  
  
Dr. Michael McHenry made a motion to adjourn the meeting. Pamela Ganz seconded the motion. Upon vote, the meeting adjourned at 5:53 pm.

Respectfully submitted,  
Kelly Burke



City of De Pere, Wisconsin

**Request For Board of Health Action**

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**MEETING DATE:** February 12, 2024

**DEPARTMENT:** Health Department

**FROM:** Chrystal Woller

**SUBJECT:** De Pere Health Department Staffing Update

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As of January 5th, 2024, the department staffing structure includes the new Health Officer, Chrystal Woller BSN, RN, MBA. In December of 2023, Sara Lornson, took on a new role within the department as Deputy Health Officer. Finally, at the end of December 2023, the contracts were discontinued for the two remaining limited term employees who assisted with health department operations during the COVID response.



City of De Pere, Wisconsin

**Request For Board of Health Action**

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**MEETING DATE:** February 12, 2024

**DEPARTMENT:** Health Department

**FROM:** Chrystal Woller

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

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Results of the 11/7/2023 Chapter 140 Review will be presented by Chris Culotta, MPA, Northeast Region Director from the Division of Public Health Office of Policy and Practice Alignment. Please see the attached designation letter and summary.

**ATTACHMENTS:**

- 2023 De Pere DHS 140 Report(PDF)
- 140 letter from P. Tran 2023 (PDF)



Division of Public Health  
Office of Policy and Practice Alignment

# DHS 140 Review Report

## *De Pere Health Department*

**Date:** November 7, 2023

**Review Level:** II

### Review Participants

Local Health Department Representatives	
Name	Title
Debbie Armbruster	Health Officer
James Boyd	Mayor
Kelly Burke	Administrative Assistant
Lawrence Delo	City Administrator
Kaitlynn Erickson	Bachelor of Science in Nursing Student, University of Wisconsin-Green Bay
Trista Groth	Environmental Health (EH) Sanitarian
Dennis Hibray	Chair, City of De Pere Board of Health (BOH)
Danielle Jauquet	Public Health Nurse
Sara Lornson	Public Health Nurse
Dr. Michael McHenry	Member, BOH
Shannon Metzler	Human Resources Director / Assistant City Administrator
Wisconsin Department of Health Services (DHS), Division of Public Health (DPH) Staff	
Name	Bureau/Office and Title
Matthew M. Collie	Southeast Region Director and DHS 140 Program Supervisor, Office of Policy and Practice Alignment (OPPA)
Chris Culotta	Northeast Region Director, OPPA
Charlotte Ahrens, RN, BSN	Public Health Nurse Consultant, OPPA
Sharon Beck, RN, BSN	DHS 140 Program Coordinator, OPPA
Gabrielle Lentz	Public Health Strategist, OPPA

### Contact Information for Post DHS 140 Review Correspondence

Board of Health Chair	Other requested local official(s) and VIPs
Dennis Hibray, Chair City of De Pere Board of Health 234 Nob Hill Lane De Pere, WI 54115	Larry Delo, City Administrator James Boyd, Mayor Shannon Metzler, Assistant City Administrator 335 S Broadway De Pere, WI 54115
Local Health Officer	

Last Updated: December 3, 2023

DHS 140 Review Report  
De Pere Health Department

Deborah Armbruster 335 S Broadway De Pere, WI 54115	
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## Strengths and Best Practice Opportunities

### Highlights, Strengths, and Impacts of Efforts

Area	Highlight(s)
<b>Support of City Leadership</b>	The De Pere Health Department (DPHD) has clear and strong support from their city leadership. The mayor, city administrator, deputy city administrator, BOH chair, and a BOH member all attended the site visit and added to the DPHD's answers. In addition to stated respect and praise, the city leadership all expressed a basic understanding of public health and a trust in the skills and expertise of the DPHD staff. The organizational culture of city government appears collaborative and positive. Further collaborations with the De Pere Fire and Police Departments underscores how the DPHD is invested in community development and city leadership is invested in the DPHD.
<b>Messaging Modalities</b>	<p>The DPHD makes a concerted effort to present and market itself and its services to the community. The DPHD utilizes many different media modalities to distribute public health information including social media, e-newsletters, local newspaper, postal mail, fliers in the community, movie theater ads, a banner hanging across a city street, televising BOH meetings, and is very active at community events – such as National Night Out. The DPHD also dispenses information and promotes their other services at their own events.</p> <p>The DPHD works to find out what their community wants and needs and feels the community would miss public health services if the DPHD was no longer able to provide them.</p>

### Best Practice Opportunities for Public Health Practice, Function, and Staffing

Area	Opportunities
<b>Assess Core Public Health Competencies Every Two Years</b>	The DPHD stated staff competency assessments are currently conducted every three years. Assessing staff core public health competencies at least every two years to identify department training needs – as required by Wis. Admin. Code § DHS 140.05(1)(b)2. – is an opportunity for the DPHD.

## Discussion Notes

Area	Summary
<p><b>Jurisdiction and Structure</b></p>	<p>De Pere is a city located in Brown County with a population of 25,000. The population is predominately white, with 3% identifying as Asian, 2% identifying as Native American, and less than 1% identifying as African American. They have recently seen an influx of Hispanic and Spanish speaking households. De Pere has an aging population, and most residents are ages 25-52 or over 65 years of age. Sixty-two percent of residents own their own homes. The city major employers include Belmark Inc., Green Bay Packaging, Georgia-Pacific, St. Norbert's College, and health care providers. Aurora Health Care, Prevea Health, and Bellin Health all have providers in De Pere. The city has two school districts. Many De Pere residents live and work within the city.</p> <p>The DPHD is a city-based health department that works closely with the Brown County Health Department. The DPHD consists of five full time employees (health officer, two PHNs, an EH sanitarian, and an administrative assistant) and seven limited term COVID-19 response employees. The health officer is retiring in early January 2024 and at the time of the site visit the hiring process for her replacement was well underway.</p> <p>2023 is a year of transition where the DPHD reports to Deputy City Administrator Metzler. In 2024, the DPHD reports to the City Administrator.</p>
<p><b>Board of Health</b></p>	<p>A good relationship exists between the mayor, administration, and BOH. The BOH meets once a quarter and is comprised of a physician, nurse, and two elected officials (one works for a housing authority). There is both gender and occupational diversity, though membership is mostly middle to upper age. The mayor appoints BOH members and mentioned he would attempt to appoint someone to create greater age diversity at the next opportunity. The elected officials who are members rotate between committees. The mayor shared an example of a BOH member who was not supportive of public health and was moved to another committee. The elected official members of the BOH speak up during City Common Council meeting around public health topics like mental health and attend external meetings in support of the DPHD.</p>

Area	Summary
<p><b>Community Health Assessment and Improvement</b></p>	<p>The DPHD completes their community health assessment (CHA) and community health improvement plan (CHIP) in conjunction with the Beyond Health Collaborative which covers Brown County. The last CHA was completed in 2020-2021 and another CHA cycle has just begun. Following the last CHA, a root cause analysis was done that resulted in the 2022-2024 CHIP priorities of equitable access, social cohesion, and unified planning and policy. Progress on CHIP priorities is shared on a public facing interactive dashboard powered by Clear Impact which follows the Results Based Accountability framework.</p> <p>The DPHD is a part of the Beyond Health Steering Committee along with Brown County Public Health, non-profit organizations, health care providers, and business community representatives. The DPHD also sits on different CHIP strategy groups to assist in implementation of the CHIP. Community ownership is cultivated throughout the development and implementation of the CHIP in a few different ways. The DPHD is active on social media, sends mailings, posts fliers in the community, has their BOH meetings televised, and is very active at community events – such as National Night Out – which increase visibility of the DPHD programs and initiatives.</p>
<p><b>Surveillance and Investigation</b></p>	<p>The DPHD regularly and systematically collects and analyzes new and current health information using a variety of modalities. Their most recent CHA data collection included mailing surveys to randomized addresses from the census tract to obtain an accurate sampling of the population. They also advertised the health survey in the local paper, on social media, and mailed postcards to homes. Over 300 responses were received from De Pere residents.</p> <p>The data is used to identify programming needs, such as when the DPHD identified an increased incidence of falls in their older community members. The DPHD applied for, and received, a Localizing Efforts to Address Falls grant. The DPHD collaborated with the City of De Pere Fire Department to review and analyze fall data, which the fire department collects whenever they respond to a fall. The DPHD then created a fall prevention booklet, with community data about falls and tips on prevention. The booklet was shared with the community via the DPHD and their community partners, such as the Aging and Disability Resource Center (ADRC). The DPHD also participates in a Brown County subgroup on fall prevention and began hosting exercise groups for older adults in the community, including Bingo-cise and Stepping On. Both groups are very popular and now have wait lists.</p>

Area	Summary
<p><b>Communicable Disease Control</b></p> <p><b>Level II: Foundational Public Health Services (FPHS): Communicable Disease Control</b></p>	<p>The DPHD provides communicable disease (CD) support, leadership and resources through their prevention and immunization programs. Surveillance is assured when both PHNs monitor and investigate Wisconsin Electronic Disease Surveillance System (WEDSS) disease cases and actively participate in the county wide CD Surveillance group along with the Oneida Nation, Brown County Health Department, hospital infection preventionists, and other health system partners. This allows coordinated data sharing, trend marking, and communication of outreach and outbreak notifications that strengthens prevention, vaccination and testing efforts.</p> <p>Out of the COVID-19 pandemic, DPHD staff continue strong partnerships with long term and primary health care, businesses, and area infection preventionists. EH staff work with the PHNs, the Wisconsin State Laboratory of Hygiene, state epidemiologists and subject matter experts to address community outbreaks at the front lines, and in the implementation of a strong rabies education and control program. The rabies control program is supported by city animal bite and animal licensure ordinances, with joint health officer and police chief decision-making as needed. Appeals go to the BOH. Partnerships with the fire department and law enforcement in community-wide mobile vaccination and testing efforts have been key to reaching un/underserved populations. DPHD staff work closely with DHS when experiencing novel situations and utilize their evidence-based resources.</p> <p>The DPHD provides CD reporting during BOH meetings and the annual report. The DPHD facility outbreak notifications utilize a HIPAA-compliant process for disease line list surveillance, and the DPHD prides itself on being accessible and out in the community with consistent and accurate messaging and health education.</p>
<p><b>Other Disease Prevention</b></p> <p><b>Level II: FPHS: Chronic Disease and Injury Prevention</b></p>	<p>The DPHD provides support, leadership, and resources in the area of chronic disease and injury prevention through their work on many community programs such as car seat installation and bike helmet fittings. The DPHD co-hosts a picnic and play story time at the local library which provides regular education on child development, early screening, literacy, nutrition, and other health related topics. Over 500 people attended the story times in 2022. The DPHD is raising awareness on the importance of testing for lead poisoning in all children. They created an education toolkit for health care providers, posted to social media, and have a banner hanging across a main street in the city. They partnered with the fire department and ADRC to reduce the risk of fall in older adults.</p>

Area	Summary
<p><b>Level II: FPHS: Access and Linkage to Health Services</b></p>	<p>The DPHD promotes access and linkage to services in their area. They recently revised their policies for handling active TB (tuberculosis) cases to be more culturally inclusive, such as how to take medications if the client is fasting for religious reasons or does not speak English. The DPHD partners with the N.E.W. Community Clinic on TB cases. The DPHD updated their website to be ADA compliant and easier to navigate. Their building was recently remodeled, and a new ADA compliant door was installed.</p>
<p><b>Emergency Preparedness and Response</b></p>	<p>The DPHD, in the past, contracted with Brown County for public health emergency preparedness but now maintains preparedness planning capacity in house. The DPHD coordinates with the Fire Chief to update and exercise the public health emergency preparedness (PHEP) plan and a continuity of operations plan. The continuity of operations plan was used during COVID-19 pandemic response and during the renovation to the DPHD office space. The DPHD regularly engages with police, fire, the community center, long term care facilities, ADRC, and the Northeast Wisconsin Healthcare Emergency Readiness Coalition (NEW HERC). The DPHD, in partnership with police and fire, applied for grant funding and have a mobile unit to conduct health clinics and outreach.</p> <p>The DPHD considers the needs of vulnerable populations when preparing for emergencies, such as flooding. The DPHD uses emPOWER and Medicaid data for preparedness response efforts. Community information on the DPHD website is used by the fire department for well checks. For future planning, the CASPER Survey will have community preparedness data.</p> <p>PHN Sara Lornson serves on the DHS PHEP Plan work group based on the 15 capabilities, as the public health representative for Region 3 on the NEW HERC and on the city emergency management team.</p>

Area	Summary
<p><b>Health Promotion</b></p>	<p>The DPHD has a unified strategic plan approach for their health promotion and communication outreach activities. DPHD's administrative assistant is taking health literacy certification classes. Health promotion work is currently accomplished in the design and implementation of large banners, postcards (e.g., lead poisoning, means restriction-gun and medication safety), flyers at the community center and events, movie theater ads, newsletters, social media and through email distributions.</p> <p>Health promotion activities across the lifespan have included: <i>Question, Persuade, and Refer</i> (QPR) and 988 resources in suicide prevention; child passenger safety education and car seat checks, bike rodeos/helmet fittings with the De Pere Police Department; monthly Ages and Stages mental and developmental screenings at the library (e.g. <i>Kress Library Picnic &amp; Play</i>) and other spaces with the Women, Infants, and Children program and Birth To 3 programs; lead prevention and investigation assessment and education with the DPHD EH sanitarian; adult health education at the Grape Vine, vaccination clinics twice a month; and home visits.</p>
<p><b>Level II: FPHS: Maternal, Child, and Family Health</b></p>	<p>The DPHD strives to incorporate most programming education with entire families and share information with fathers and grandparents in maternal-child health services. They are planning a Youth Mental Health First Aid training in the future, continuing their tradition of using evidence-based practices in the promotion of overall health, the prevention of harm, and for the protection of the community's youth.</p>
<p><b>Human Health Hazard Control</b></p>	<p>The DPHD tracks all EH concerns and reports them quarterly to the BOH. For human health hazard investigations, the DPHD receives complaints or referrals, frequently from police and fire, and works with partners to address the human health hazard.</p> <p>DPHD also conducts animal bite investigations, rabies prevention, and radon testing and education. The DPHD partners with different agencies to ensure EH work is done such as Brown County Public Health, the City of Menasha Health Department other City of De Pere agencies such as police and fire, and DHS.</p>
<p><b>Level II: FPHS: Environmental Public Health</b></p>	<p>The DPHD maintains agent contracts with the Wisconsin Department of Agriculture, Trade and Consumer Protection (food and lodging) and the Wisconsin Department of Safety and Professional Services (body art and weights and measures) to provide environmental health services.</p>

Area	Summary
<p><b>Policy and Planning</b></p>	<p>The DPHD updates their operating policies annually. Each staff member is assigned a specific policy to review, which is then shared with the health officer. The policies are then approved by the medical advisor and BOH. The City of De Pere has recently seen an influx of Hispanic residents. This led the DPHD to create policies surrounding the use of translators and engage an agency to provide translation services. They also created policies that take into account cultural differences in the community, for example, the use of formal vs. informal names and fasting for religious reasons.</p> <p>The DPHD promotes land use planning by collaborating with Urban Orchards, which creates green spaces and gardens in urban areas. Schools in the area to help maintain the gardens and use the food produced. The City of De Pere is updating their comprehensive plan for the city and the DPHD asked that a public health section be added.</p>
<p><b>Leadership and Organizational Competencies</b></p>	<p>The DPHD has established strong partnerships with their schools and colleges, faith community, health care systems, and area tribal health center. They are part of Beyond Health, a non-profit coalition for implementation of the CHIP, and were on the steering committee for Beyond Health in 2021. The DPHD's 2022 Annual Report cites a strong relationship with their BOH as a factor in the resilience of the DPHD.</p> <p>Operationally, the DPHD maintains confidentiality of records and recently updated their privacy policy and Health Information Portability and Accountability Act (HIPPA) policy. Legal counsel is located in the same building and DPHD reports a solid working relationship with their legal counsel. They are currently working together to update the local noise ordinance.</p>
<p><b>Performance Management and Quality Improvement</b></p>	<p>The DPHD currently tracks and monitors their 2020-2025 Strategic Plan goals of marketing, visibility, and increasing financial resources to meet community needs via a work grid that plots activity status. On a monthly basis, they track the performance of the deliverables for 13 grants that are distinguished by grant benchmarks. They applied for and will receive city level data on De Pere from City Health Dashboard from New York University. The dashboard contains 35 benchmarks and 19 indicators based on county health rankings and social determinants of health and will help DPHD implement planning and prevention efforts. De Pere and the City of Racine are the only Wisconsin program recipients.</p> <p>Quality improvement (QI) concepts are integrated into all programs and services provided by the DPHD. The DPHD utilizes the plan-do-study-act (PDSA) framework for QI projects. The QI leadership team meets quarterly and provides annual updates to the BOH. A workforce development team has been organized over the past six months, and the DPHD encourages staff to select personal QI goals which will also support the DPHD.</p>

Area	Summary
<p><b>Workforce Development</b></p>	<p>The DPHD Workforce Competency Development Plan was revised in 2023. The purpose of this plan is to identify individual staff competency needs and training gaps as well as ensure staff are enhancing their skill sets. Following the assessment, results are reviewed by supervisory staff and the staff member to create an individual staff development training plan as part of their performance evaluation.</p> <p>Human Resources checks all staff license and certification requirements prior to hiring and staff submit documentation when licenses and certificates are renewed or added. All DPHD job descriptions include core public health competencies and credentialing requirements.</p>
<p><b>Public Health Nursing Services</b></p>	<p>DPHD PHNs are involved in all foundational public health services and work collaboratively with internal EH, administrative support, and leadership to assess, develop, implement, and evaluate the required services that constitute a robust generalized public health nursing program. From securing and maintaining needed certifications in lactation consulting and as car seat technicians, to co-chairing community coalitions, and engaging kids and families at various community venues and events, the PHNs have their public health plates full. The DPHD PHNs lead the Brown County CHIP (Beyond Health) Social Cohesion Strategy 2.1 group, knowing the needs of the De Pere community and the shared services available. They also collect and extrapolate data from community interviews and provide an assessment of health care needs to be used for the next CHA session.</p> <p>Since the PHNs actively serve on many coalitions (e.g., falls prevention, breastfeeding) and know what is going on in the city (and county), they help coordinate departmental services through MOUs and refer to myriad providers as appropriate. They actively serve Hispanic and other populations utilizing the appropriate cultural messengers and languages and go out into housing communities to meet their specific needs (i.e., people living in low socioeconomic conditions or challenged with disabilities).</p> <p>DPHD PHNs are a very productive and motivated two-person group (three when including the health officer) that approach disease and injury prevention, maternal-health programming, performance management, QI, and coalition work with a teamwork approach and enthusiastic attitude. Exemplifying what it means to be lifelong learners, DPHD PHNs are learning what it takes to strike a better work-life balance and to enhance their own well-being.</p>
<p><b>Annual Reporting</b></p>	<p>The DPHD completes annual reports with the Board of Health and elected officials/administration as their primary audience. The reports are also shared with the community via the DPHD website and are available on the counter in the public health offices.</p>

Tony Evers  
Governor



**State of Wisconsin**  
Department of Health Services

DIVISION OF PUBLIC HEALTH

1 WEST WILSON STREET  
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MADISON WI 53701-2659

Kirsten L. Johnson  
Secretary

Telephone: 608-266-1251  
Fax: 608-267-2832  
TTY: 711 or 800-947-3529

December 15, 2023

Dennis Hibray, Chair  
City of De Pere Board of Health  
234 Nob Hill Lane  
De Pere, WI 54115

Dear Chairperson Hibray:

The Department of Health Services (DHS) congratulates the De Pere Health Department for demonstrating the infrastructure and program capacity to be certified as a Level II Health Department. I am happy to report the De Pere Health Department provided all services required by statute and rule.

I want to acknowledge the work of the De Pere Health Department staff. Deborah Armbruster, health officer, did an excellent job of providing quality evidence of meeting statutes and rules. I am acutely aware of the stress of operating a health department and that the demands on public health directors and professionals have increased exponentially during this state and global pandemic. Public health work impacts everyone and every corner of the community and succeeds when it is a shared effort. I applaud the dedicated efforts of Debbie and the De Pere Health Department staff to keep your jurisdiction healthy and safe.

I also appreciate the support of the City of De Pere Board of Health for maintaining a strong public health department. When the basic needs of people and communities are met, they can better prevent and recover from challenges to their health and well-being. I am sure with ongoing support for evidence-based quality public health initiatives by you and your fellow board of health members, the De Pere Health Department will continue to protect and promote the health of the people in your jurisdiction.

Sincerely,

Paula Tran  
State Health Officer and Administrator

c: Deborah Armbruster, Health Officer  
Larry Delo, De Pere City Administrator  
James Boyd, De Pere Mayor  
Shannon Metzler, De Pere Assistant City Administrator  
Chris Culotta, Northeast Region Director



City of De Pere, Wisconsin

**Request For Board of Health Action**

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**MEETING DATE:** February 12, 2024  
**DEPARTMENT:** Health Department  
**FROM:** Chrystal Woller  
**SUBJECT:** Discussion of the 2024 Grants for the Health Department

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Please see attached summary page for the 2024 grants.

**ATTACHMENTS:**

- DPHD Grant status 1-1-2024 (RTF)

De Pere Health Department Grants as of 1/1/2024

Immunization	1/1/2024 - 12/31/2024	\$8,639 Increase of \$840
Maternal Child Health	1/1/2024 – 12/31/2024	\$9,147 Decrease of \$82
Childhood Lead	1/1/2024 – 12/31/2024	\$2,161 Same
Communicable Disease	7/1/2023 – 6/30/2024	\$3,570 Decrease of \$30
Coverdell Stroke Program	3/1/2022-2/28/2024	As of 12/6/2023, \$150 received so far thus far
Lead-in-Water Testing & Remediation	5/15/2023 – 9/30/2024	\$1,200 per facility
Prevention	10/1/2023 – 9/30/2024	\$4,300 Same
Preparedness	7/1/2024 – 6/30/2024	\$34,417 Same
Public Health Infrastructure	12/01/2022 – 11/30/2027	\$105,800

COVID-19 grants

Immunization and Vaccine for Children	7/1/2021 – 6/30/2024	As of 12/1/2023	\$24,946
Public Health Workforce	7/1/2021 – 6/30/2024	As of 12/1/2023	\$18,569
ARPA	3/3/2021 – 12/31/2024	As of 12/1/2023	\$208,918

COVID Grants and their Objectives

**Immunization and Vaccine for Children** – Increase vaccination efforts especially for the underserved and disproportionately affected populations.

**Public Health Workforce** – Funding is intended to conduct activities necessary to expand, train, and sustain a response ready public health workforce at state, tribal, local and territorial levels and develop solutions that allow for a more sustained workforce.

**ARPA** – Funding is intended to support local and tribal health departments to meet their needs related to response and recovery for the COVID-19 pandemic i.e. COVID-19 mitigation and prevention, Public Health and Safety staff, improving the design and execution of public health programs, addressing disparities in public health outcomes, investments in infrastructure.



City of De Pere, Wisconsin

**Request For Board of Health Action**

**MEETING DATE:** February 12, 2024

**DEPARTMENT:** Health Department

**FROM:** Chrystal Woller

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

2023 was a fairly typical year. Aside from COVID, Chlamydia is consistently our highest reported disease (76), followed by Lyme disease (13) and Gonorrhea (12).

While City of De Pere did not have any cases of active tuberculosis, there was an active TB case (who resided outside our jurisdiction) working at a De Pere company that resulted in a large work site case investigation. Onsite blood draws were coordinated by De Pere Health Department in conjunction with the WI DHS TB program and the collaborating health department.

We had 5 latent TB cases in 2023, the highest in the last 5 years. We have not treated any cases through the health department/TB Dispensary in the last several years, but in 2023, DPHD did treat 2 of the 2023 cases (this has included home visits, symptom checks, and directly observed therapy for medication administration)

De Pere's COVID numbers are not consistent with reporting from previous years. This may be partially due to an increase in home testing, but largely due to the changes in reporting that occurred in 2023. Previously, all positive (and negative) cases were reportable to Public Health. Now, only hospitalizations, pediatric deaths, and congregate setting outbreaks are reportable.

In 2023, there have been 10 confirmed outbreaks:

- 7 COVID (2 non-healthcare, 5 healthcare)
- 1 Norovirus (healthcare facility)
- 2 Acute Respiratory Illness/Other (healthcare)

Please also see the attached communicable disease quarterly report (11/23-1/24)

-Respectfully submitted by Danielle Jauquet BSN, RN, Public Health Nurse

**ATTACHMENTS:**

- 11.1.23 to 1.31.24 BOH Disease Incident Count (PDF)



**Wisconsin Department of Health Services**  
**Division of Public Health**  
**PHAVR - WEDSS**

## Disease Incidents by Episode Date

Jurisdiction: De Pere

		November & December 2023	January 2024	Combined
Disease Group	Disease	Total	Total	Quarter Total
Chlamydia Trachomatis Infection	<i>Group Total:</i>	8	7	15
Coronavirus	<i>Group Total:</i>	176	45	221
Gonorrhea	<i>Group Total:</i>	2	0	2
Hepatitis C	<i>Group Total:</i>	1	0	1
Influenza	<i>Group Total:</i>	1	4	5
Invasive Streptococcal Disease (Groups A And B)	<i>Group Total:</i>	2	0	2
RSV	<i>Group Total:</i>	2	15	17
Syphilis	<i>Group Total:</i>	1	1	2
	<i>Period Total:</i>	193	72	265

Default Filters: 'State' EQUAL TO 'WI'

Confirmed AND probable  
 November 1<sup>st</sup>, 2023- January 31<sup>st</sup>, 2024



City of De Pere, Wisconsin

**Request For Board of Health Action**

**MEETING DATE:** February 12, 2024

**DEPARTMENT:** Health Department

**FROM:** Chrystal Woller

**SUBJECT:** Environmental Health Report

In January, the Common Council approved a revision to the city noise ordinance Chapter 146. A couple of reasons for the revision include alignment with the new zoning ordinance and [some of the] recommendations made by the consultant, Avant Acoustics. The decibel levels within the various zones have not changed. Additionally, the noise variance procedure for violations also remains unchanged. While the number of noise complaints received remains low (4 in 2023), the time taken to respond to these complaints is considerable. The other two most common complaints received in 2023 includes animal waste and bed bugs.

The Agent program continues to be in compliance with the Agent Contract with DATCP. Facilities are being inspected as required although this time of year tends to be busier with ownership changes. The total number of licensed facilities continues to grow as new businesses open or relocate to the city. In 2024, the Agent program is due for its 3-year program evaluation. DATCP has scheduled the official meeting to take place in early March. The EH Sanitarian will continue with standardization maintenance exercises which have yet to be scheduled by DATCP Retail Food Scientists.

In November, the Environmental Health Sanitarian became authorized as a Proctor under the National Registry of Food Safety Professionals. A Proctor may administer test/exams for individuals to become certified as Food Protection Managers which is a requirement of the WI Food Code. The goal is to offer at least two training courses with exams per year for De Pere operators at-cost. This is an action item that will be worked on during 2024.

In January, the Health department promoted Radon Action Month and provided free short-term radon test kits. There was continued promotion all month long resulting in the department distributing approximately 40 short-term test kits by mid-month.

Finally, De Pere Health Department is exploring the feasibility of creating a summer intern program to introduce students to Environmental Health/Sanitarian profession. If implemented, this would be a pilot program funded by infrastructure grant dollars.

-Respectfully submitted by Trista Groth, RS, Environmental Health Sanitarian



City of De Pere, Wisconsin

**Request For Board of Health Action**

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**MEETING DATE:** February 12, 2024  
**DEPARTMENT:** Health Department  
**FROM:** Chrystal Woller  
**SUBJECT:** Outreach and Education Activities from 11/23-1/24

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Please see attached summary

**ATTACHMENTS:**

- Health Department Trainings nov 2023 - jan 2024 (DOCX)
- DE PERE HEALTH DEPARTMENT OUTREACH AND PREVENTION ACTIVITIES  
November 2023 (DOCX)

## Health Department Trainings / Conferences November 2023-January 2024

DE PERE HEALTH DEPARTMENT TRAININGS/CONFERENCES/CE - NOVEMBER 2023			
Job/Activity	Name	Date	Notes
BCD webinar	Debbie A., Sara, Danielle	11/1/2023	
VFA webinar	Debbie A.	11/8/2023	
WALHDAB meeting	Debbie A.	11/9/2023	
Bridge Access Program webinar	Debbie A., Sara, Danielle	11/15/2023	
VFC updates webinar	Debbie A.	11/16/2023	
WPHA webinar	Debbie A.	11/20/2023	
ACIP recommendations webinar	Debbie A.	11/28/2023	
TB Lab Conference	Danielle, Sara	11/8/2023	
Supervisory Leadership Course	Sara	11/2, 11/16	
Respiratory Virus Season Update from NACCHO and CDC	Sara	11/16/2023	
New Toolkit! Plan for Community Engagement toward Equity	Sara	11/20/2023	
IABLE webinar - Herpes Simplex	Sara	11/21/2023	
Community Group Workshop: Use the Action Guide to Build Social Connection in Your Community	Sara, Danielle	11/28/2023	

DE PERE HEALTH DEPARTMENT TRAININGS/CONFERENCES/CE - DECEMBER 2023			
Job/Activity	Name	Date	Notes
W&M- Package Checking Training	Trista Groth	12/12 - 12/14	
PHEP Roles & Responsibilities Webinar	Sara	12/5/2023	
BCD Webinar	Sara, Debbie, Danielle	12/6/2023	
Breastfeeding ecourse	Sara	12/22, 12/28	
You Call the Shots	Sara	12/27/2023	
Graduate Certificate: Course 2 Completion	Danielle	12/6/2023	

DE PERE HEALTH DEPARTMENT TRAININGS/CONFERENCES/CE - JANUARY 2024			
Job/Activity	Name	Date	Notes
Wis PH Laws in Preventing and Controlling CDs Webinar	Danielle	1/10/2024	
ICS Forms Training	Sara and Danielle	1/16/2024	
Bingocize leader training	Kelly	1/29/2024	

## DE PERE HEALTH DEPARTMENT OUTREACH AND PREVENTION ACTIVITIES November 2023- January 2024

DE PERE HEALTH DEPARTMENT OUTREACH AND PREVENTION ACTIVITIES- November 2023			
Job/Activity	Name	Date	Notes
Let's Talk Turkey with Festival Foods	Trista, Debbie A., Debbie S.	11/11/2023	
Bingocize	Danielle, Sara, Debbie S, Jaimie	11/1/23, 11/6/23, 11/13/23, 11/15/23, 11/20/23, 11/22/23	
Flu clinic	Team	11/14/2023	
Clinic for the uninsured	Colleen, Debbie S., Jaimie	11/29/2023	
Public Health presentation to MCW students	Debbie A.	11/30/2023	
Home Visit - LTBI Medication	Danielle	11/2/23, 11/6/23, 11/13/23, 11/20/23, 11/27/23, 11/30/23	
VFC Clinic	Danielle, Sara, Debbie A	11/9/23, 11/28/23	
Car Seat Clinic	Danielle, Sara	11/15/2023	
CASPER door to door BC community survey	Danielle	11/2/2023	
UWGB Student Nurse Practicum	Sara and team	11/2, 11/14	

DE PERE HEALTH DEPARTMENT OUTREACH AND PREVENTION ACTIVITIES -December 2023			
Job/Activity	Name	Date	Notes
CD webinar for health providers	Debbie A.	12/1/2023	
CD Surveillance group meeting	Debbie A.	12/8/2023	
Carseat Clinic	Sara and Danielle	12/20/2023	
Library Picnic and Play	Sara	12/7/2023	
GrapeVine at Nicolet Terrace	Sara and Danielle	12/21/2023	
VFC Monthly Clinics	Sara, Danielle, Debbie	12/14/2023	
Home Visit - LTBI Medication	Danielle, Sara	12/4/2023, 12/11/2023, 12/29/2023	
Means Restriction Postcard	Danielle, Sara, Kelly	12/6/2023	Gun and medication safety (brought to CC and mailed to all households)
Gun lock & medication boxes available @ DPHD	All staff	Throughout month	about 25 medication lock boxes distributed, 5-10 gun locks
Stay at Home Assistance Visits	Danielle	12/15/2023, 12/22/2023	

DE PERE HEALTH DEPARTMENT OUTREACH AND PREVENTION ACTIVITIES - January 2024			
Job/Activity	Name	Date	Notes
VFC Clinic	Sara & Danielle	1/11/24, 1/23/24	
Car Seat Clinic	Sara & Danielle	1/17/2024	
LTBI medication visit	Danielle	1/29/2024	
Radon awareness	all staff	1/1/24-1/31/24	gave free radon test kits, radon ads on social media, radon banner over reed st.



City of De Pere, Wisconsin

**Request For Board of Health Action**

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**MEETING DATE:** February 12, 2024

**DEPARTMENT:** Health Department

**FROM:** Chrystal Woller

**SUBJECT:** Next Wisconsin Association for Local Health Departments and Boards Meeting (WALHDAB) on March 14, 2024

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The next WALHDAB meeting will take place on March 14th, 2024 (2nd Thursday of the month). When the agenda is received, Kelly will disseminate to Board of Health members for review, and if interested in attending, please let Chrystal or Kelly know for registration purposes.