



# Board of Health

## Regular Meeting

335 South Broadway  
De Pere, WI 54115  
[www.deperewi.gov](http://www.deperewi.gov)

## Agenda

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Monday, May 12, 2025

5:15 PM

Council Chambers and Virtual

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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 12, 2025 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

*This meeting may also be rebroadcast on TV throughout the week and available on demand at <https://deperewi.portal.civicclerk.com/>.*

Call to Order

1. Roll Call
2. 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
3. Approval of the minutes from the February 10, 2025 meeting
4. Consideration and Possible Action on the Affiliation Agreement between UW-Green Bay and the Health Department\*
5. Consideration and Possible Action on the Bellin/Emplify EpicCare Link Access Agreements\*
6. Consideration and Possible Action on the SNC Use of Facilities Agreement\*
7. Consideration and Possible Action on the Intergovernmental Agreement between the City of De Pere and Brown County Regarding Local Health Department Inspection of the Brown County Fairgrounds\*

8. Environmental Health Report: May 2025
9. Review and Approve 2025 Policies and Procedures
10. Review and Approve the 2024 Annual Report
11. Communicable Disease Report: May 2025
12. Program Performance Management Dashboard Update: Q1
13. Future Agenda Items

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



# Board of Health

## Regular Meeting

### Minutes

335 South Broadway  
De Pere, WI 54115  
[www.deperewi.gov](http://www.deperewi.gov)

Monday, February 10, 2025

5:15 PM

City Hall, Council Chambers 335 S.  
Broadway, De Pere, WI 54115

#### Call to Order

1. Roll Call

**Present:** Teresa Gulyas, Pamela Gantz, Devin Perock, Robyn Lauritsen

**Absent:**

**Excused:** Dennis Hibray, Cassie Schandel

Also Present: Chrystal Woller, Kelly Burke, Trista Groth, and Madalyn Genskow

2. 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

Madelyn Genskow, a De Pere resident, reported bed bugs and elder abuse at Oak Meadows apartments. Madelyn reported that when she moved into her apartment, she was not aware there was a bed bug infestation in the building. She explained that she found a bug in her bathroom and put it in a jar. She called the Health Department and Trista Groth went to the apartment and identified that the bug was a bed bug. Trista investigated the beds, but did not find additional bed bugs. Madelyn reported that her neighbor had bites, so Trista visited the neighbor's apartment and found bed bugs. The neighbor's apartment was sprayed and Chester (a dog who is trained to find bed bugs) also visited the premises. Madelyn reported that her dermatologist identified a few bed bug bites on her. Madelyn reported that she was scolded by the manager for asking other tenants if they had a bed bug problem. Madelyn felt the manager was trying to scare her, which she viewed as elder abuse. Madelyn had a written letter from another neighbor who said she had a bed bug issue for 10 months in 2023.

Chrystal Woller provided Madelyn with tenants' rights information. Teresa Gulyas assured Madelyn that the Board of Health and Health Department would advocate for her. Teresa asked Madelyn to keep in contact regarding how management is handling the bed bug issue.

3. Approval of the minutes from the November 11, 2024 meeting

<b>RESULT:</b>	Passed
<b>MOVER:</b>	Pamela Gantz
<b>SECONDER:</b>	Devin Perock
<b>EXCUSED:</b>	Dennis Hibray, Cassie Schandel
<b>AYES:</b>	Teresa Gulyas, Pamela Ganz, Devin Perock, Robyn Lauritsen

No discussion. Upon vote, the motion passed.

4. Welcome new board of health member: Robyn Lauritsen

Robyn Lauritsen introduced herself. She graduated from nursing school in 2012. Prior to that, she had a Spanish degree. She was a Nordic skier. She was a nurse for 8 years and then went back to school to become a nurse practitioner. She has been with Bellin for 5 years.

5. Discussion of the 2025 Grants for the Health Department

Chrystal Woller explained that she put a summary together of our current grants as well as whether there was an increase or decrease in funding from last year. Chrystal pointed out that there was a decrease in Maternal Child Health funding compared to last year due to improved birth outcomes. Chrystal noted that De Pere's funding is based on a formula. There was a slight decrease in the Prevention grant also, but an increase in the Preparedness grant. Chrystal reported that the department hasn't started using the Public Health Infrastructure grant yet, so that remains at \$105,800. Covid Immunization has been approved for carryover until June 30th. Public Health ARPA was also approved for carry-over until December 31, 2025. In 2024, Public Health ARPA was used for the health department furniture upgrade and community center communications equipment.

6. Communicable Disease Report: Annual Overview from 2024 and Quarterly Report  
11/24-1/25

Chrystal reported that in 2024 sexual transmitted infections remained consistently high, as expected. De Pere's Pertussis cases were elevated from prior years. Chrystal explained that De Pere had a cluster of cases of norovirus at the De Pere school district. Chrystal stated that the health department has also been treating some latent Tuberculosis cases.

7. Environmental Health Report: Year end summary 2024 and Q1

Chrystal Woller reported that Trista has been very busy licensing Short Term Rooming Houses for the NFL draft. Trista also completed a self-assessment of FDA standards. From this, she can develop an action plan. This is a quality improvement opportunity. Chrystal explained that Trista is exceeding her volume of work, so we are working with Brown County to create an MOU for work being done at the Brown County Fairgrounds. Brown County manages all the events at the fairgrounds, so it makes sense that their inspectors would inspect the events they are managing. This would lighten Trista's workload.

8. Program Performance Management Dashboard Update: Q4

Chrystal explained that the purpose of the dashboard is to monitor program performance. A few items stood out, such as the need to revise the environmental sanitarian's capacity to meet the ever-growing demand for her services. Chrystal and Trista are working with developmental service to determine if the new code enforcer position can take over any of Trista's responsibilities or provide back-up.

Chrystal also reported that De Pere's influenza vaccination numbers have declined, as have other jurisdictions. Chrystal explained that we have a meeting scheduled with the Mulva cultural center to discuss an event providing an educational documentary and providing vaccinations onsite.

9. Director's Report Q1

Chrystal Woller reported that the Health Department currently has two students. De Pere Health Department is exploring the feasibility of becoming a donor milk depot. The Health Department no longer does in-home lactation support, but this is a way to provide resources. As a milk depot, we would be a drop-off site for milk.

Wisconsin Association of Local Health Departments and Boards met in January. They talked about monitoring H5N1 and partnerships with organizations such as DATCP, the UW extension and farms. More information will be on the March agenda. The May meeting will discuss the current legislative priorities for the organization.

The Chapter 14 review date has been set. It will be held in the Nicolet conference room. Board members should notify Chrystal if they plan to attend.

10. Resolution #25-25 Approving Grant Agreement Modification to Wisconsin Division of Public Health DPH Contract No. 62109-5.

<b>RESULT:</b>	<b>Passed</b>
<b>MOVER:</b>	Devin Perock
<b>SECONDER:</b>	Pamela Gantz
<b>AYES:</b>	Teresa Gulyas, Pamela Gantz, Devin Perock, Robyn Lauritsen
<b>NAYS:</b>	None

Chrystal Woller explained that the Consolidated Contract will be forwarded to the Common Council if approved by the Board of Health. The Board voted and the motion was approved.

11. Resolution #25-24 Approving EpicCare Link Site Level Agreement with Ascension Health - IS, Inc.

<b>RESULT:</b>	<b>Passed</b>
<b>MOVER:</b>	Pamela Gantz
<b>SECONDER:</b>	Devin Perock
<b>AYES:</b>	Teresa Gulyas, Pamela Gantz, Devin Perock, Robyn Lauritsen
<b>NAYS:</b>	None

Chrystal Woller explained that the Health Department has approval for access to Epic for communicable disease follow-up with Gunderson/Bellin, HSHS and Aurora. This item is to obtain Epic access for another health system, Ascension. This item will also need to go to Council for approval. The Board of Health voted, and the motion was approved.

**Future Agenda Items**

Future agenda items are: follow-up on bed bug situation and the concern of elder abuse.

**Adjournment**

<b>RESULT:</b>	<b>Passed</b>
<b>MOVER:</b>	Pamela Gantz
<b>SECONDER:</b>	Robyn Lauritsen

<b>AYES:</b>	Teresa Gulyas, Pamela Gantz, Devin Perock, Robyn Lauritsen
<b>NAYS:</b>	None

Upon unanimous vote, the meeting adjourned at 6:05 pm.

Respectfully submitted,  
Kelly Burke

# CITY OF DE PERE

## MEMO

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Meeting Date: 5/12/2025

Department: Health

From: Chrystal Woller

Re: Consideration and possible action to approve the Uniform Affiliation Agreement between UW Green Bay & De Pere Health Department

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The De Pere Health Department has had a long-standing nursing student placement agreement with the University of Wisconsin-Green Bay Nursing Program. This affiliation agreement has a two-year term and may be renewed upon mutual agreement. This signed agreement would continue to allow nursing students to complete their academic requirement for a field placement experience. Academic projects completed for this rotation would be mutually beneficial for both the student and the De Pere Health Department.

**SECTION 1. AGREEMENT.**

**1.1. Parties.** This Agreement is between both of the following:

**1.1.1. The University.** BOARD OF REGENTS OF THE UNIVERSITY OF WISCONSIN SYSTEM, doing business as the University of Wisconsin-Green Bay (the "University")

**1.1.2. The Facility.** DEPERE HEALTH DEPARTMENT (the "Facility").

**1.2. Recitals.** In consideration of the mutual benefits to the respective parties, the University and the Facility agree to the terms set forth below by which any and all schools or colleges of the University may enter into a field or clinical education placement program with the Facility (a "Program").

**SECTION 2. TERM OF AGREEMENT.**

**2.1. Term & Renewal.** This agreement shall be for a term of two (2) years, commencing 05/01/2025, and may be renewed upon mutual agreement.

**2.2. Termination.** This agreement may be terminated solely by written notice, one year in advance, by either party to the designated agent of the other. If the termination occurs while any student is currently participating in a practicum, the student shall be allowed to complete the practicum. In the event that the student's employment with the Agency is terminated for cause or without cause, the practicum placement shall be terminated consistent with the student's last date of employment.

**SECTION 3. PROGRAM MEMORANDUM.**

**3.1. School or College.** For the purposes of this agreement, a "School or College" shall mean any school or college of the University wishing to participate in a Program with the Facility.

**3.2. Proposal.** The School or College will annually provide the Facility with a "Program Memorandum," which will include the following:

**3.2.1.** A discussion of program concepts.

**3.2.2.** The controls which the University and the Facility may exercise or are required to exercise.

**3.2.3.** The rights of the Facility to send representatives to review the University's program.

**3.2.4.** The following information about the students to be assigned under the Program Memorandum:

**3.2.4.1.** The number.

**3.2.4.2.** The qualifications, academic and otherwise.

**3.2.4.3.** The schedules of those students.

**3.2.4.4.** Any other matters pertaining to the specific program proposed by the School or College.

**3.3. Review.**

**3.3.1. Facility.** The Facility will review any Program Memorandum concerning any Program which is submitted by the School or College.

**3.3.2. Notice.** Upon review, the Facility will promptly notify the School or College of its acceptance or rejection of the Program Memorandum or any proposed revisions thereto.

**3.3.3. University.** Upon review, the School or College will promptly notify the Facility of its acceptance or rejection of the proposed revisions.

**3.3.4. Withholding Acceptance.** The University and the Facility will not unreasonably withhold their acceptance of the Program Memorandum or any proposed revisions thereto.

**3.4. Accepted Program Memoranda.**

**3.4.1. Incorporation.** Upon acceptance of an unrevised Program Memorandum by the Facility or a Program Memorandum with any revisions by both parties, it shall become a part of this agreement and shall be incorporated by reference as an "Accepted Program Memorandum."

**3.4.2. Period & Renewal.** Accepted Program Memoranda shall be effective for a period of one (1) year, and may be renewed upon mutual agreement.

**3.4.3. Conflict.** If the Accepted Program Memorandum is construed to be inconsistent in any manner with this Agreement, the terms of this Agreement shall apply.

**SECTION 4. PLACEMENT OF STUDENTS.**

**4.1. List.** The University will provide the Facility with a listing of students who will be participating under the program and will update that listing periodically.

**4.2. Certification for Acceptance.** The Facility will not accept students as participants in the program unless the student is certified as a program participant in writing by the appropriate coordinator of the School or College.

**SECTION 5. NO DISCRIMINATION.**

**5.1. Protected Classes.** The parties shall not discriminate against any person in any actions taken as a result of this Agreement on the basis of race, color, national origin, ancestry, creed, religion, sex, sexual orientation, marital status, pregnancy, parental status, physical condition, handicap, developmental or other disability.

**5.2. Reasonable Accommodations.** Each party will make reasonable accommodations to assure accessibility to training programs for persons with disabilities.

**SECTION 6. LIABILITY.**

**6.1. Limitation.** The liability of the University and other political subdivisions of the State of Wisconsin is governed and limited by Wis. Stat. §§ 893.82 and 895.46.

**6.2. Indemnification.** To the extent permitted by law, the Facility and the University will indemnify their own employees, officers, and agents against liability for damages arising out of their activities while acting within the scope of their respective employment or agency, either by providing insurance or for political subdivisions of the State of Wisconsin pursuant to §§ 893.82 and 895.46.

**6.3. Students.** To the extent permitted and required by law, the University will indemnify students in a training program for credit required for graduation.

**6.4. No Waiver.** By executing this agreement, neither the University nor the Facility waives any constitutional, statutory or common law defenses, nor shall the provisions of agreement create any rights in any third party.

**SECTION 7. GOVERNING LAW.** This agreement shall be construed and governed by the laws of the State of Wisconsin.

**SECTION 8. NOTICE.** All notices submitted under this agreement shall be sent to the designated agent of the other as shown below;

FOR THE UNIVERSITY

UW – Green Bay  
Attn: Christopher C. Paquet CL 830  
2420 Nicolet Drive  
Green Bay, WI 54311-7001

FOR THE FACILITY

De Pere Health Department  
Attn: Chrystal D Woller  
335 S Broadway  
De Pere, WI 54115

FOR THE UNIVERSITY

FOR THE FACILITY

\_\_\_\_\_  
Signature of Authorized Official  
Christopher C. Paquet  
Risk Manager

\_\_\_\_\_  
Signature of Authorized Official  
Kimberly Flom  
De Pere City Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

# CITY OF DE PERE

## MEMO

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Meeting Date: 5/12/2025

Department: Health  
From: Chrystal Woller

Re: Consideration and approval of the Bellin/Emplify EpicCare Access Agreements\*

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The department continues to seek and improve efficiency with daily tasks. This agreement will be a catalyst to improve time spent on accessing pertinent medical information to conduct statute required public health interventions. Historically, the health department requested and received this information through medical record requests and faxed documentation, which is time consuming. This new opportunity will allow public health to access public health information only through a secure health system portal for Bellin Health (prior to July) and subsequently with Emplify (after July) due to the merger. See both contracts for the purposes of the timing and upcoming medical record merger. The department already has approved access for HSHS, Gunderson, Aurora and Ascension Health Systems.

## EPICARE LINK ACCESS AGREEMENT

This EpicCare Link Access Agreement ("**Agreement**"), effective as of \_\_\_\_\_, 20\_\_\_\_ (the "**Effective Date**"), is entered into by and between Bellin Memorial Hospital, Inc., a Wisconsin nonprofit corporation ("**BMH**") and the undersigned outside entity ("**Outside Entity**"). BMH and Outside Entity are sometimes referred to in this Agreement individually as a "**Party**" and collectively, as the "**Parties**."

### RECITALS

**WHEREAS**, Outside Entity is a community-based social services organization who provides or will provide social services and other services (collectively, "**Services**") to individuals who are also patients of BMH (individually, a "**Client**" and collectively, the "**Clients**"); and

**WHEREAS**, BMH utilizes certain systems, known collectively as EpicCare Link ("**EpicCare**"), which allows users to remotely access patient electronic health records among BMH facilities, other health care providers affiliated with BMH, physicians and physician practices with medical staff privileges at, or otherwise affiliated with, BMH, and other providers of health care items and services within and around the BMH service areas (collectively, the "**Providers**"); and

**WHEREAS**, EpicCare will allow Outside Entity to view and retrieve the electronic health records ("**EHR**") of Clients receiving Services from Outside Entity who are also patients of BMH for the purpose of providing Services to such individuals and coordinating Outside Entity's provision of such Services with any health care items and services provided by BMH; and

**WHEREAS**, BMH believes that Outside Entity's use of EHR through EpicCare would substantially facilitate the provision, coordination and continuity of Services to Clients who are also patients of BMH; and

**WHEREAS**, BMH and Outside Entity acknowledge and agree that Outside Entity does not qualify as a "covered entity" as that term is defined under the Health Insurance Portability and Accountability Act of 1996, and the rules and regulations promulgated thereunder, as may be amended from time to time ("**HIPAA**"); and

**WHEREAS**, therefore, prior to granting Outside Entity access to the EHR of Clients who are also patients of BMH, BMH shall obtain the prior, written authorization of each such Client, as required under HIPAA; and

**WHEREAS**, BMH therefore desires to grant Outside Entity with "read only" or "read and write" access to EpicCare, subject to the requirements for a written authorization set forth in HIPAA and further subject to the restrictions and other requirements set forth in this Agreement; and

**WHEREAS**, Outside Entity agrees to use EpicCare for the sole purpose of facilitating the provision and coordination of such Services to Clients who are also patients of BMH, as set forth herein.

**NOW, THEREFORE**, in consideration of Outside Entity's use of EpicCare and of the following mutual promises, covenants and conditions, the Parties agree as follows:

### 1. EpicCare Link.

1.1. Access to EpicCare. Subject to the terms and conditions of this Agreement, BMH hereby grants to Outside Entity non-transferable and non-exclusive access to EpicCare to permit Authorized Users (as defined in Section 1.2) to electronically access and use EpicCare solely for storing, processing, and displaying EHR and other information, images and content related to the provision and coordination of Services to Clients of Outside Entity who are also patients of BMH (the "**System License**"). Outside Entity understands and warrants that such access and use shall be limited to that achieved through unique access codes provided to each Authorized User by BMH, and that each Authorized User shall be prohibited from using another Authorized User's access code to access and/or use EpicCare. Outside Entity further understands and warrants that any and all access to EpicCare by an Authorized User shall occur on-site at a location owned or operated by Outside Entity. BMH may terminate individual Authorized Users' access and/or the entire System License at any time, for any reason, without penalty, regardless of any effect such termination may have on Outside Entity's operations.

1.2. Authorized Users. Outside Entity shall, in a manner designated by BMH, request access codes for any staff member to whom it wishes to permit use of EpicCare under the System License ("Authorized Users"). Outside Entity is responsible for all activities undertaken by Authorized Users utilizing EpicCare under the System License. BMH shall have the right to reject an Authorized User or suspend or terminate an Authorized User's access to EpicCare for any reason, or no reason whatsoever. Outside Entity shall ensure that each Authorized User signs an access form attached to this Agreement as Exhibit A agreeing to be bound by the terms of this Agreement and the EpicCare terms and conditions of use as may be adopted or updated by BMH. Outside Entity shall require at all times while this Agreement is in effect that each Authorized User: (i) does not share or otherwise disclose his or her login information or access to EpicCare with any other individual or entity and complies with all applicable provisions of BMH's information technology security program and policies; (ii) has never been excluded, suspended or made otherwise ineligible to participate in the Medicare or Medicaid programs, or any other federal health care program, as defined at 42 U.S.C. 1320a-7b(f) ("**Federal Health Care Program**"); and (iii) has never been convicted of or plead guilty or no contest to: (a) a felony, or (b) a misdemeanor

- involving forgery, credit card fraud, bank fraud, or identity theft.
- 1.3. Equipment Responsibility. Outside Entity acknowledges and agrees that any hardware, software, network access or other components necessary for Outside Entity to access and use EpicCare must be obtained separately by Outside Entity. BMH is not responsible for the procurement, installation or maintenance of any necessary components, and BMH makes no representations or warranties regarding the components whatsoever, including, without limitation, the compatibility of EpicCare with such components. Any fees for the components shall be borne by Outside Entity and paid directly to the suppliers of the components.
  2. Use or Disclosure of Protected Health Information.
    - 2.1. Use or Disclosure of Protected Health Information. In the use and disclosure of the EHR, Outside Entity will comply, and will require its employees, agents, contractors, or representatives to comply with the applicable state and federal law governing the use and disclosure of patient information, including, without limitation, HIPAA.
      - 2.1.1 The use of the EpicCare by Outside Entity and Authorized Users (as defined in Section 1.2) pursuant to this Agreement shall be solely for the purpose of providing Services and coordinating the provision of Services to Clients who are also patients of BMH.
    - 2.2. Prohibited Uses of Protected Health Information. Outside Entity shall not access or use the EHR to generate copies of medical records pursuant to subpoena, request by Client or other authority. Instead, Outside Entity must refer the Client to BMH.
    - 2.3. Safeguarding of Information. Outside Entity agrees that it will implement all appropriate safeguards to prevent unauthorized use or disclosure of protected health information (as that term is defined by HIPAA, "PHI"). Outside Entity agrees to comply with all federal and state laws and regulations regarding privacy, security, and electronic exchange of health information, as currently enacted or amended in the future. Outside Entity shall not use or disclose PHI received from BMH in any manner that would constitute a violation of federal or state law, including, but not limited to, HIPAA. Outside Entity shall ensure that its Authorized Users, directors, officers, employees, contractors, and agents use or disclose PHI received from, or created or received on behalf of BMH only in accordance with the provisions of this Agreement and applicable federal and state law. Outside Entity further agrees that all information accessed through EpicCare will be maintained at the highest level of confidentiality available at Outside Entity and in the same manner as Outside Entity safeguards the confidentiality of other patient care records, or as required by state and federal law.
  - 2.4. Covered Entity Status. BMH and Outside Entity shall comply in all material respects with the standards for privacy established by HIPAA. BMH further recognizes its status as a "Covered Entity" under HIPAA and agrees to carry out its responsibilities under this Agreement in accordance with such status.
  3. Reporting Unauthorized Use or Disclosure of PHI.
    - 3.1. Notice to BMH. Within twenty-four (24) hours of its becoming aware of an unauthorized use or disclosure of PHI by Outside Entity, including, without limitation, its officers, directors, employees, contractors, agents, or third parties to which Outside Entity disclosed PHI, Outside Entity shall report such disclosure to BMH's Privacy Officer.
    - 3.2. Potential Data Security Breach. If Outside Entity at any time has reason to believe that PHI transmitted pursuant to this Agreement may have been accessed or disclosed without proper authorization and contrary to the terms of this Agreement, Outside Entity shall immediately notify BMH's Privacy Officer and take actions to eliminate the cause of the breach. To the extent BMH deems warranted, in its sole discretion, BMH will provide notice, or require Outside Entity to provide notice, to individuals whose PHI may have been improperly accessed or disclosed.
    - 3.3. Compliance Audits. BMH may perform audits and other investigations from time to time of Outside Entity's and Authorized Users' compliance with the terms and conditions of this Agreement (including compliance with applicable law). Outside Entity shall permit and cooperate with BMH, and shall cause Authorized Users to permit and cooperate with BMH, in performing any such audits or investigations to ensure Outside Entity's and Authorized Users' ongoing compliance with the terms and conditions of this Agreement (including compliance with applicable law).
    - 3.4. Disciplinary Action. In the event that BMH identifies failures to comply with this Agreement by Outside Entity or an Authorized User, BMH may impose appropriate nonmonetary disciplinary actions. Disciplinary actions may include, without limitation, the termination of this Agreement (i.e. termination of Outside Entity's access to EpicCare), or termination of an individual Authorized User's access to EpicCare. BMH reserves the right to report illegal, inappropriate, or unprofessional conduct to appropriate licensing or other regulatory authorities. Outside Entity shall cooperate with BMH in order to adequately investigate complaints received involving the Authorized Users or any other employees or agents of Outside Entity. Outside Entity shall implement and maintain sanctions policy, produce it upon request, and discipline its employees or agents for any breach

of this Agreement or the EpicCare Terms and Conditions. Outside Entity's failure to comply with this Section 3.4 may result in the immediate termination of this Agreement and associated access to EpicCare.

4. Third Party Access. Outside Entity shall obtain the prior, written approval of BMH before allowing any agent or subcontractor of Outside Entity to access PHI that is created or received on behalf of BMH through EpicCare. In the event that BMH consents to such third party access on a case-by-case basis, Outside Entity shall ensure that the agent or subcontractor agrees to be bound by the same restrictions, terms and conditions that apply to Outside Entity through this Agreement. Outside Entity shall require that any agent or subcontractor notify Outside Entity of any instances in which PHI is used or disclosed in an unauthorized manner. For the purposes of this Agreement, any unauthorized or impermissible use or disclosure of PHI by an agent or subcontractor of Outside Entity will be treated as if such use or disclosure were caused by Outside Entity itself.

5. Responsibility for Professional Decision-Making. Outside Entity and Authorized Users acknowledge and agree that the provision of EpicCare is not intended to, and shall not be deemed in any way to, eliminate, replace or substitute for, in whole or in part, the professional judgment of Outside Entity or Authorized Users in the furnishing of Services. Outside Entity has the sole and exclusive responsibility for any decisions made or actions taken by Outside Entity, Authorized Users, or any other employees, independent contractors or other personnel of Outside Entity or any Authorized User with respect to Services it furnishes to a Client.

6. Termination.

6.1. Without Cause. Either Party may terminate this Agreement by providing the other Party with notice of such termination at least fourteen (14) days prior to the effective date of termination.

6.2. Immediately upon Breach. BMH may terminate this Agreement immediately, without liability for such termination, in the event that BMH determines that Outside Entity, including, without limitation, its Authorized Users, directors, officers, employees, contractors or agents, has breached an obligation under this Agreement.

7. Disclaimer. BMH makes no warranties, either express or implied, as to EpicCare or any other items or services used in connection with EpicCare or this Agreement, and disclaims all express and implied warranties, including all express or implied warranties regarding the condition, merchantability, fitness for any particular purpose or non-infringement of EpicCare or any items or services used in connection with EpicCare or this Agreement. BMH does not warrant that any items or services provided pursuant to this Agreement will: (i) meet Outside Entity's business

requirements or will operate in a particular computer environment, (ii) be accurate or error free, (iii) be uninterrupted or error free, or (iv) that any errors can be corrected.

8. Limitation on Liability. Neither BMH nor any of its affiliates shall have any liability for any damages whatsoever (including loss of profits or loss of goodwill) resulting from, arising out of or in connection with the use or inability to use or the performance or non-performance of EpicCare or any items or services provided under or in connection with this Agreement, even if they have been advised of the possibility of such damages or should have known of the possibility of such damages, and whether such liability is based on contract, tort, negligence, strict liability, products liability or otherwise. The limitations of liability and disclaimers of warranty stated in this Agreement form an essential basis of the bargain between the Parties.

9. Ownership of Data. This Agreement does not grant to Outside Entity any ownership interest in EpicCare, the EHR or any Protected Health Information. Rather, Outside Entity has a license to use EpicCare and the EHR as provided in this Agreement. Outside Entity acknowledges and agrees that Ownership of EpicCare, the EHR, any Protected Health Information, and all intellectual property rights in it shall remain at all times with BMH and, as applicable, BMH's third party suppliers, agents, or the applicable patient.

10. Copyright. EpicCare and the EHR contain material that is protected by United States copyright law and trade secret law, and by international treaty provisions. All rights not granted to Outside Entity by this Agreement are expressly reserved by BMH, and as applicable, BMH's third party suppliers and agents. Outside Entity shall not remove any proprietary notice of BMH or a third party from any copy of EpicCare or the EHR.

11. Indemnification. Outside Entity agrees to indemnify and hold harmless BMH and its affiliates, including, without limitation, their respective governing boards, officers, employees and agents, from and against any and all claims, costs, losses, damages, liabilities, expenses, demands, fines, and judgments, including litigation expenses and attorney's fees, which may arise from or are in any way related to Outside Entity's performance under this Agreement or negligent acts or omissions of its subcontractors, agents, or employees, including, but not limited to, any penalties, claims or damages arising from or pertaining to a breach of this Agreement, inappropriate use of EpicCare by Outside Entity, any Authorized User, or any person other than an Authorized User that Outside Entity permits or reasonably fails to prevent from accessing EpicCare in accordance with this Agreement, or the violation of any state or federal law applicable to the use, disclosure or protection of PHI subject to this Agreement. Such indemnification shall include but shall

not be limited to the full cost of any required notice to impacted individuals, including the costs to retain an outside consulting firm, vendor or outside attorneys to undertake the effort.

- 12. Referrals. Outside Entity and each Authorized User may refer individuals to any hospital or other health care facility or provider deemed by Outside Entity or such Authorized User qualified to deliver medical services to any particular individual. Nothing in this Agreement is intended to require or induce Outside Entity or any Authorized User to refer individual to any BMH hospital or affiliate.
- 13. Entire Agreement; Amendment. This Agreement constitutes the entire understanding relating to the subject matter hereof between the Parties. This Agreement may not be amended except in a writing duly executed by the Parties.
- 14. Compliance with Law. BMH and Outside Entity shall continuously comply, and Outside Entity shall ensure that all Authorized Users continuously comply with HIPAA, any state privacy and security laws and regulations applicable to BMH, and any other state privacy and security laws and regulations applicable to Outside Entity, or any Authorized User, in each case, as modified or amended from time to time; and any other applicable laws.
- 15. Independent Contractors. The Parties are and shall at all times be independent contractors with respect to the performance of their respective obligations under this Agreement. Nothing in this Agreement shall be construed to create an employer/employee, lease or joint venture relationship between or among any of the Parties or between BMH or any of its affiliates and any Authorized User.

- 16. Waiver of Breach. The waiver by any Party of a breach or violation of any provision of this Agreement shall not operate as or be construed to be a waiver of any subsequent breach or violation of this Agreement.
- 17. Governing Law. This Agreement shall be governed in all respects by the laws of the State of Wisconsin, without regard to its conflict of laws principles that might make the law of some other jurisdiction applicable.
- 18. Severability. In the event that any provision of this Agreement is found to be invalid, void or unenforceable, the validity or enforceability of any other provision shall not be affected.
- 19. Assignment; Successors and Assigns. This Agreement may not be assigned by Outside Entity without the prior written consent of BMH. The provisions of this Agreement and obligations arising hereunder will extend to, be binding upon and inure to the benefit of the Parties and their respective assigns and successors in interest.
- 20. Notices. Any notice or other communication required by this Agreement to be in writing shall be deemed given when delivered either personally or by registered or certified mail, return receipt requested, or delivered by a reputable courier or delivery service, such as Federal Express, which can provide confirmation of delivery to the address most recently used by the receiving Party in its ordinary course business dealings with the sending Party in accordance with this Agreement (e.g., the address where invoices are sent, and checks submitted).
- 21. Counterparts. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

**IN WITNESS WHEREOF**, the undersigned have executed this Agreement as of the Effective Date.

**BMH**

BELLIN MEMORIAL HOSPITAL, INC.

By: \_\_\_\_\_

(printed name): \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**OUTSIDE ENTITY**

\_\_\_\_\_

By: \_\_\_\_\_

(printed name): \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**Exhibit A**

**Form of EpicCare Link Authorized User Access Agreement**

See Attached.

## EPICARE LINK ACCESS AGREEMENT

This EpicCare Link Access Agreement ("**Agreement**"), effective as of July 26, 2025 (the "**Effective Date**"), is entered into by and between **GUNDERSEN LUTHERAN HEALTH SYSTEM, INC.**, and its Affiliates, and **BELLIN HEALTH SYSTEMS, INC.**, and its Affiliates, a Wisconsin nonprofit corporation ("**Emplify**") and the undersigned outside entity ("**Outside Entity**"). Emplify and Outside Entity are sometimes referred to in this Agreement individually as a "**Party**" and collectively, as the "**Parties**."

### RECITALS

**WHEREAS**, Emplify operates and maintains an electronic health record system (the "Epic EHR System") which includes, without limitation, the EpicCare Link component of the Epic EHR System ("EpicCare"), for itself, its affiliated entities and certain other entities for whom Emplify hosts the electronic medical records system within the Epic EHR System pursuant to one or more written agreements (collectively, "Additional Organizations"); and

**WHEREAS**, Outside Entity provides or will provide professional or other health care services to Emplify patients; and

**WHEREAS**, Emplify utilizes EpicCare, which allows users to remotely access patient electronic health records among Emplify facilities, other health care providers affiliated with Emplify, physicians and physician practices with medical staff privileges at, or otherwise affiliated with, Emplify, and other providers of health care items and services within and around the Emplify service areas (collectively, the "**Providers**"); and

**WHEREAS**, EpicCare will allow Outside Entity to view and retrieve the electronic health records ("**EHR**") of Emplify patients for the purpose of treatment, payment, and certain health care operations to the extent permitted without authorization by the Health Insurance Portability and Accountability Act of 1996, and the rules and regulations promulgated thereunder, as may be amended from time to time ("**HIPAA**"); and

**WHEREAS**, Emplify believes that Outside Entity's use of EHR through EpicCare would substantially facilitate the provision and continuity of such professional or other health care services to Emplify patients; and

**WHEREAS**, Emplify therefore desires to grant Outside Entity with "read only" or "read and write" access to EpicCare, subject to the restrictions and other requirements set forth in this Agreement; and

**WHEREAS**, Outside Entity agrees to use EpicCare to facilitate the provision and continuity of such professional or other health care services to Emplify patients.

**NOW, THEREFORE**, in consideration of Outside Entity's use of EpicCare and of the following mutual promises, covenants and conditions, the Parties agree as follows:

#### 1. EpicCare Link.

1.1. Access to EpicCare. Subject to the terms and conditions of this Agreement, Emplify hereby grants to Outside Entity non-transferable and non-exclusive access to EpicCare to permit Authorized Users (as defined in Section 1.2) to electronically access and use EpicCare solely for storing, processing, and displaying EHR and other information, images and content related to the

provision of health care to patients of Outside Entity (the "**System License**"). Outside Entity understands and warrants that such access and use shall be limited to that achieved through unique access codes provided to each Authorized User by Emplify, and that each Authorized User shall be prohibited from using another Authorized User's access code to access and/or use EpicCare. Outside Entity further understands and warrants that any and all access to EpicCare by an Authorized User shall occur through a secure portal using systems that are on-site at a location owned or operated by Outside Entity. Emplify may terminate individual Authorized Users' access and/or the entire System License at any time, for any reason, without penalty, regardless of any effect such termination may have on Outside Entity's operations.

1.2. Authorized Users. Outside Entity shall, in a manner designated by Emplify, request access codes for any medical provider or staff to whom it wishes to permit use of EpicCare under the System License ("Authorized Users"). Outside Entity is responsible for all activities undertaken by Authorized Users utilizing EpicCare under the System License. Emplify shall have the right to reject an Authorized User or suspend or terminate an Authorized User's access to EpicCare for any reason, or no reason whatsoever. Outside Entity shall ensure that each Authorized User acknowledges the EpicCare terms and conditions of use, as may be adopted or updated by Emplify. Outside Entity shall require at all times while this Agreement is in effect that each Authorized User: (i) does not share or otherwise disclose his or her login information or access to EpicCare with any other individual or entity; (ii) has never been excluded, suspended or made otherwise ineligible to participate in the Medicare or Medicaid programs, or any other federal health care program, as defined at 42 U.S.C. 1320a-7b(f) ("**Federal Health Care Program**"); and (iii) has never been convicted of or plead guilty or no contest to: (a) a felony, or (b) a misdemeanor involving forgery, credit card fraud, bank fraud, or identity theft.

1.3. Equipment Responsibility. Outside Entity acknowledges and agrees that any hardware, software, network access or other components necessary for Outside Entity to access and use EpicCare must be obtained separately by Outside Entity. Emplify is not responsible for the procurement, installation or maintenance of any necessary components, and Emplify makes no representations or warranties regarding the components whatsoever, including, without limitation, the compatibility of EpicCare with such components. Any fees for the components shall be borne by Outside Entity and paid directly to the suppliers of the components.

- 1.4. Site Administrator. Outside Entity shall designate two (2) employees of the Outside Entity to serve as the Site Administrator. Site Administrator shall be Emplify's primary point of contact for this Agreement. Site Administrator duties shall include but not limited to: (i) verify which employees have access to our patients' data, every 90 days; (ii) deactivate outdated user accounts within three (3) business days of user no longer having permission to use EpicCare; (iii) change/reset users' passwords; and (iv) review and respond to audit reports.
- 1.5. User Registration. Emplify shall provide Site Administrator with access to the user registration portal. Outside Entity shall direct Outside Entity employees authorized to access EpicCare under this Agreement to the Site Administrator who shall register employees as an EpicCare user. Registration requires Outside Entity employee to provide first and last name as well as business email address. Site Administrator shall request access for a new employee. Site Administrator shall notify Emplify within three (3) business days when an employee with EpicCare access is no longer employed by Outside Entity or when access to EpicCare is no longer needed.
2. Use or Disclosure of Protected Health Information.
  - 2.1. Use or Disclosure of Protected Health Information. In the use and disclosure of the EHR, Outside Entity shall comply, and shall require its employees, agents, contractors, or representatives to comply with the applicable state and federal law, Joint Commission standards or standards of an equivalent accrediting body by with Centers for Medicare and Medicaid Services (CMS) has approved as a deemed status accreditation program, governing the use and disclosure of patient information, including, without limitation, HIPAA.
  - 2.2. Prohibited Uses of Protected Health Information. Outside Entity shall not access or use the EHR to generate copies of medical records pursuant to subpoena, patient request or other authority. Instead, Outside Entity must utilize its own medical records that may include copies of Protected Health Information and/or refer the patient to Emplify.
  - 2.3. Safeguarding of Information. Outside Entity agrees that it will implement all appropriate safeguards to prevent unauthorized use or disclosure of protected health information (as that term is defined by HIPAA, "**PHI**"). Outside Entity agrees to comply with all federal and state laws and regulations regarding privacy, security, and electronic exchange of health information, as currently enacted or amended in the future. Outside Entity shall not use or disclose PHI received from Emplify in any manner that would constitute a violation of federal or state law, including, but not limited to, HIPAA. Outside Entity shall ensure that its Authorized Users, directors, officers, employees, contractors, and agents use or disclose PHI received from, or created or received

on behalf of Emplify only in accordance with the provisions of this Agreement and applicable federal and state law. Outside Entity further agrees that all information accessed through EpicCare will be maintained at the highest level of confidentiality available at Outside Entity and in the same manner as Outside Entity safeguards the confidentiality of other patient care records, or as required by state and federal law. To the extent applicable, Outside Entity agrees to implement administrative, physical, and technical safeguards that reasonably and appropriately protect the confidentiality, integrity, and availability of the EPHI when Authorized Users are using EpicCare. Outside Entity agrees to make its policies and procedures, and documentation relating to such safeguards, available to Emplify upon request.

- 2.4. Reciprocal Access. Outside Entity agrees to implement and utilize EpicCare and shall provide Emplify with reciprocal access to Outside Entity's medical records (electronic or otherwise) related to any patient whose information is used or accessed by Outside Entity through EpicCare for the purposes of treatment, payment, or health care operations to the extent permitted without patient authorization by HIPAA. Outside Entity shall use EpicCare in accordance with any network security policies and terms and conditions of use issued by Emplify from time to time.
- 2.5. Covered Entity Status. Emplify and Outside Entity shall comply in all material respects with the standards for privacy established by HIPAA. Emplify and Outside Entity further recognize their status as "Covered Entities" under HIPAA and agree to carry out their responsibilities under this Agreement in accordance with such status.
3. Reporting Unauthorized Use or Disclosure of PHI.
  - 3.1. Notice to Emplify. Within twenty-four (24) hours of it becoming aware of an unauthorized use or disclosure of PHI by Outside Entity, including, without limitation, its officers, directors, employees, contractors, agents, or third parties to which Outside Entity disclosed PHI, Outside Entity shall report such disclosure to Emplify's Privacy Officer.
  - 3.2. Potential Data Security Breach. If Outside Entity at any time has reason to believe that PHI transmitted pursuant to this Agreement may have been accessed or disclosed without proper authorization and contrary to the terms of this Agreement, Outside Entity shall notify Emplify's Security Officer within twenty-four (24) hours and take actions to eliminate the cause of the breach. To the extent Emplify deems warranted, in its sole discretion, Emplify will provide notice, or require Outside Entity to provide notice, to individuals whose PHI may have been improperly accessed or disclosed.
  - 3.3. Compliance Audits. Emplify may perform audits and other investigations from time to time of Outside

- Entity's and Authorized Users' compliance with the terms and conditions of this Agreement (including compliance with applicable law). Outside Entity shall permit and cooperate with Emplify, and shall cause Authorized Users to permit and cooperate with Emplify, in performing any such audits or investigations to ensure Outside Entity's and Authorized Users' ongoing compliance with the terms and conditions of this Agreement (including compliance with applicable law). Site Administrator shall be Emplify's primary point of contact for audits. Site Administrator shall respond to all requests without unreasonable delay and in no event longer than ten (10) business days. Failure to comply with this provision may result in suspension or termination of any or all of Outside Entity's Authorized Users' access to EpicCare.
- 3.4. Disciplinary Action. In the event that Emplify identifies failures to comply with this Agreement by Outside Entity or an Authorized User, Emplify may impose appropriate nonmonetary disciplinary actions. Disciplinary actions may include, without limitation, the termination of this Agreement (i.e. termination of Outside Entity's access to EpicCare), or termination of an individual Authorized User's access to EpicCare, and termination of an Authorized User's Emplify Medical Staff membership(s), as applicable. Emplify reserves the right to report illegal, inappropriate, or unprofessional conduct to appropriate licensing or other regulatory authorities. Outside Entity shall cooperate with Emplify in order to adequately investigate complaints received involving the Authorized Users or any other employees or agents of Outside Entity. Outside Entity shall implement and maintain sanctions policy, produce it upon request, and discipline its employees or agents for any breach of this Agreement or the EpicCare Terms and Conditions. Outside Entity's failure to comply with this Section 3 may result in the immediate termination of this Agreement and associated access to EpicCare.
4. Third Party Access. Outside Entity shall obtain the prior, written approval of Emplify before allowing any agent or subcontractor of Outside Entity to access PHI that is created or received on behalf of Emplify through EpicCare. In the event that Emplify consents to such third-party access on a case-by-case basis, Outside Entity shall ensure that the agent or subcontractor agrees to be bound by the same restrictions, terms and conditions that apply to Outside Entity through this Agreement. Outside Entity shall require that any agent or subcontractor notify Outside Entity of any instances in which PHI is used or disclosed in an unauthorized manner. For the purposes of this Agreement, any unauthorized or impermissible use or disclosure of PHI by an agent or subcontractor of Outside Entity will be treated as if such use or disclosure were caused by Outside Entity itself.
5. Responsibility for Medical Decisions. Outside Entity and Authorized Users acknowledge and agree that the provision of EpicCare is not intended to, and shall not be deemed in any way to, eliminate, replace or substitute for, in whole or in part, the medical judgment of Outside Entity or Authorized Users, or the analysis or treatment of any patient's medical condition. Outside Entity has the sole and exclusive responsibility for any medical decisions made or actions taken by Outside Entity, Authorized Users, or any other employees, independent contractors or other personnel of Outside Entity or any Authorized User with respect to a patient's medical care and treatment.
6. Termination.
- 6.1. Without Cause. Either Party may terminate this Agreement by providing the other Party with notice of such termination at least fourteen (14) days prior to the effective date of termination.
- 6.2. Immediately upon Breach. Emplify may terminate this Agreement immediately, without liability for such termination, in the event that Emplify determines that Outside Entity, including, without limitation, its Authorized Users, directors, officers, employees, contractors or agents, has breached an obligation under this Agreement.
- 6.3. Effect of Termination. Upon termination of this agreement, Outside Entity shall cease access to EpicCare and Emplify shall promptly deactivate Outside Entity's Authorized Users' access to EpicCare.
7. Disclaimer. Emplify makes no warranties, either express or implied, as to EpicCare or any other items or services used in connection with EpicCare or this Agreement (including, but not limited to, any information accessed through EpicCare), and disclaims all express and implied warranties, including all express or implied warranties regarding the condition, merchantability, fitness for any particular purpose or non-infringement of EpicCare or any items or services used in connection with EpicCare or this Agreement (including, but not limited to, of any information accessed through EpicCare). Emplify does not warrant that any items or services provided pursuant to this Agreement (including, but not limited to, any information accessed through EpicCare) will: (i) meet Outside Entity's business requirements or will operate in a particular computer environment, (ii) be accurate or error free, (iii) be uninterrupted or error free, or (iv) that any errors can be corrected.
8. Limitation on Liability. Neither Emplify nor any of its affiliates shall have any liability for any damages whatsoever (including loss of profits or loss of goodwill) resulting from, arising out of or in connection with the use or inability to use or the performance or non-performance of EpicCare or any items or services provided under or in connection with this Agreement, even if they have been advised of the possibility of such damages or should have

known of the possibility of such damages, and whether such liability is based on contract, tort, negligence, strict liability, products liability or otherwise. The limitations of liability and disclaimers of warranty stated in this Agreement form an essential basis of the bargain between the Parties.

9. Ownership of Data. This Agreement does not grant to Outside Entity any ownership interest in EpicCare, the EHR or any Protected Health Information. Rather, Outside Entity has a license to use EpicCare and the EHR as provided in this Agreement. Outside Entity acknowledges and agrees that Ownership of EpicCare, the EHR, any Protected Health Information, and all intellectual property rights in it shall remain at all times with Emplify and, as applicable, Emplify's third party suppliers, agents, or the applicable patient.
10. Copyright. EpicCare and the EHR contain material that is protected by United States copyright law and trade secret law, and by international treaty provisions. All rights not granted to Outside Entity by this Agreement are expressly reserved by Emplify, and as applicable, Emplify's third party suppliers and agents. Outside Entity shall not remove any proprietary notice of Emplify or a third party from any copy of EpicCare or the EHR. During the term of this Agreement, Emplify grants to Outside Entity a non-exclusive license, without the right to grant sub-licenses, to use EpicCare, at Outside Entity's location, subject to the terms and conditions of this Agreement. Outside Entity shall not have or acquire any rights in any trademarks, copyrights or other intellectual property belonging to Emplify or Epic Systems Corporation. Outside Entity shall only have the right to use EpicCare in the manner prescribed in this Agreement.
11. Indemnification. Outside Entity agrees to indemnify and hold harmless Emplify and its affiliates, including, without limitation, their respective governing boards, officers, employees and agents, from and against any and all claims, costs, losses, damages, liabilities, expenses, demands, fines, and judgments, including litigation expenses and attorney's fees, which may arise from or are in any way related to Outside Entity's performance under this Agreement or negligent acts or omissions of its subcontractors, agents, or employees, including, but not limited to, any penalties, claims or damages arising from or pertaining to a breach of this Agreement, inappropriate use of EpicCare by Outside Entity, any Authorized User, or any person other than an Authorized User that Outside Entity permits or reasonably fails to prevent from accessing EpicCare in accordance with this Agreement, or the violation of any state or federal law applicable to the use, disclosure or protection of PHI subject to this Agreement. Such indemnification shall include but shall not be limited to the full cost of any required notice to impacted individuals, including the costs to retain an outside consulting firm, vendor or outside attorneys to undertake the effort.
12. Referrals. Outside Entity and each Authorized User may refer patients to any hospital or other health care facility or provider deemed by Outside Entity or such Authorized User qualified to deliver medical services to any particular patient. Nothing in this Agreement is intended to require or induce Outside Entity or any Authorized User to refer patients to any Emplify hospital or affiliate.
13. Entire Agreement; Amendment. This Agreement constitutes the entire understanding relating to the subject matter hereof between the Parties. This Agreement may not be modified or amended. Upon thirty (30) days advanced written notice to Outside Entity, Emplify shall have the right to modify this agreement in its sole discretion.
14. Compliance with Law. Emplify and Outside Entity shall continuously comply, and Outside Entity shall ensure that all Authorized Users continuously comply with HIPAA, any state privacy and security laws and regulations applicable to Emplify, Outside Entity, or any Authorized User, in each case, as modified or amended from time to time; and any other applicable laws.
15. Independent Contractors. The Parties are and shall at all times be independent contractors with respect to the performance of their respective obligations under this Agreement. Nothing in this Agreement shall be construed to create an employer/employee, lease or joint venture relationship between or among any of the Parties or between Emplify or any of its affiliates and any Authorized User.
16. Waiver of Breach. The waiver by any Party of a breach or violation of any provision of this Agreement shall not operate as or be construed to be a waiver of any subsequent breach or violation of this Agreement.
17. Governing Law. This Agreement shall be governed in all respects by the laws of the State of Wisconsin, without regard to its conflict of laws principles that might make the law of some other jurisdiction applicable. Any judicial or other proceedings arising from or relating to the interpretation or enforcement of this Agreement shall be brought and venued in the state or federal courts of the State of Wisconsin. Outside Entity hereby consents to personal jurisdiction of such courts in any suit, action or proceeding and waives any jurisdictional, venue, or other defenses relating thereto.
18. Severability. In the event that any provision of this Agreement is found to be invalid, void or unenforceable, the validity or enforceability of any other provision shall not be affected.
19. Assignment; Successors and Assigns. This Agreement may not be assigned by Outside Entity without the prior written consent of Emplify. The provisions of this Agreement and obligations arising hereunder will extend to, be binding upon and inure to the benefit of the Parties and their respective assigns and successors in interest.

20. Notices. Any notice or other communication required by this Agreement to be in writing shall be deemed given when delivered either personally or by registered or certified mail, return receipt requested, or delivered by a reputable courier or delivery service, such as Federal Express, which can provide confirmation of delivery to the address most recently used by the receiving Party in its ordinary course business dealings with the sending Party

in accordance with this Agreement (e.g., the address where invoices are sent, and checks submitted).

21. Counterparts. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

**IN WITNESS WHEREOF**, the undersigned have executed this Agreement as of the Effective Date.

Emplify

EMPLIFY HEALTH

By:  \_\_\_\_\_

(printed name): Peter Vandenhouten

Title: Assistant Secretary

Date: April 1, 2025

**OUTSIDE ENTITY**

\_\_\_\_\_

By: \_\_\_\_\_

(printed name): \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

# CITY OF DE PERE

## MEMO

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To: Board of Health members  
From: Chrystal Woller BSN, RN, MBA  
Date: 5/12/2025

Re: Consideration and possible action to approve the SNC Use of Facilities Agreement

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The Health Department is planning to collaborate with SNC Health & Wellness Services to offer an intergenerational community event for seniors and college students as a social connectedness initiative funded by the Maternal Child Health grant. I request that these same agreements be executed for grant-sponsored programmatic functions throughout the year. This contract is a standard agreement utilized by the college for anyone who hosts events on campus.

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 and the College shall develop an agenda for conference or event activities. This agenda may be amended by Licensee in consultation with the College.
- 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, WI 54115
  - 3. Facilities and services: **Use of St. Norbert College campus for your event. St. Norbert will cater, order and dispense all food and beverages with the exception of cakes. NOTE: cakes may be brought in, but must be provided by a licensed bakery.**
  - 4. Dates:
    - a. Beginning Date: November 20, 2025
    - b. Ending Date: November 20, 2025
  - 5. Fees: **\$0 non-refundable deposit required to secure date. See II.B and II.E on page 2 regarding payments and cancellation penalties. Charges for food and beverage service will be determined after the menu and all details have been arranged. NOTE: 20% service fee will be added to food and beverage. Taxes will be added where applicable. You will be subject to all prices and policies in the (enter year) catering/event planner.**
  - 6. 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:
  - 8. Minimum number of guests:
  - 9. Minimum dollar amount: **\$2000 for weekend events**
  - 10. Revised estimate due: **2 weeks prior to date of event**
  - 11. Guarantee (number of people) due: **5 working days prior to date of event**

11. Signatures:

For Licensee:  
Name: \* \_\_\_\_\_

For College:  
Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

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.

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 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 10 of this Agreement.
2. Licensee shall provide the College with a guarantee on or before the date indicated in Part I, line 11 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 Deposits, Payments, and Billing:**

The license fees shall be paid in the following manner:

1. **Deposit:** Upon the Licensee's execution of the Agreement, a non-refundable deposit of \$0 payable to St. Norbert College shall be returned with signed agreement. Payment will be due from the Licensee upon receipt of Agreement. This deposit will be applied to the final invoice. The College reserves the right to cancel the event if the deposit is not made at the time indicated.
2. **Post Event:** An invoice for the remaining 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. Only one invoice will be processed for the remaining amount. Invoices cannot be separated.
3. **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**

The College shall retain as liquidated damages all deposits held by the College if Licensee cancels the event anytime after Agreement is signed. Licensee agrees to pay as liquidated damages the following amounts for canceling this agreement. In return, the College agrees to hold no further claims against Licensee for said cancellation.

<u>Cancellation Schedule</u>	<u>Penalty</u>
90 days prior to event date	25% of total estimated food cost (to be calculated by the College)
60 days prior to event date	50% of total estimated food cost (to be calculated by the College)
30 days prior to event date	75% of total estimated food cost (to be calculated by the College)

**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 and which occurs on or about the licensed resources and facilities caused by the negligence or misconduct of the Licensee, its officers, agents and employees, and/or invitees. 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 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 9 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 9 allergens, which are:
  - *milk, sesame, 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 events 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 their 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>.

St. Norbert College adheres to all policies of non-discrimination on the basis of age, sex, race, color, national origin, ancestry, sexual orientation, military or veteran status, marital status, disability, religion or any other characteristic protected by the current federal, state, and local statutes. Further, the college prohibits discrimination based on genetic information and non-job related arrest records or conviction records for employment purposes.

It is the policy of St. Norbert College not to discriminate in its student admission practices, education programs, scholarship and loan programs, athletic and other school-administered activities. The college is also committed to a policy of equal employment opportunity. All personnel policies including those on employment, compensation, fringe benefits, transfers and training programs are administered without discrimination. In addition, the college requests and expects its agents and those with whom it conducts its affairs to support our commitment to these important programs.

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/>.

Revised: 2/26/2025

# CITY OF DE PERE

## MEMO

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Meeting Date: 5/12/2025

Department: Health  
From: Chrystal Woller

Re: Consideration and approval of the Brown County Fairgrounds Agreement between Brown County Public Health and De Pere Health Department\*

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As of November 2023, the City of De Pere has had a property lease agreement with the Brown County Parks Department for use and management of the city owned portion of the fairgrounds. This lease agreement “delegates the oversight, management and control of the entire fairgrounds property as well as the events conducted thereon”.

This newly drafted agreement with the Brown County Health Department would specify that the Brown County Health Department be the agent of DATCP to specifically perform licensing, inspection activities and enforcement responsibilities for the ***Brown County portion and the City specific leased portion*** of the fairground property.

This agreement will allow the health department to focus time and energy on the city of De Pere hosted events, and not the events managed by Brown County at the Brown County fairgrounds.

**INTERGOVERNMENTAL AGREEMENT BETWEEN THE CITY OF DE PERE AND BROWN COUNTY REGARDING LOCAL HEALTH DEPARTMENT INSPECTION AND ENFORCEMENT ASSISTANCE**

This Agreement is entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2025, between the City of De Pere, a Wisconsin municipal corporation (the “City”) and Brown County, a political subdivision of the State of Wisconsin (the “County”), (hereinafter referred to individually as a “Party” or collectively as “the Parties”) pursuant to the authority set out in Wis. Stat. § 66.0301 regarding municipal intergovernmental cooperation.

**WHEREAS**, the Parties both operate local health departments (LHD), as defined under Wis. Stat. § 250.01(4), within their respective jurisdictions under Chapter 251 Wisconsin Statutes, including the services of a registered sanitarian(s) for licensing and inspecting Department of Agriculture, Trade & Consumer Protection (DATCP) establishments under Wis. Stats. §§ 97.41 and 97.615; and

**WHEREAS**, each Party’s LHD is an agent, as defined in Wisconsin Administrative Code section ATCP 74.01, of DATCP; and

**WHEREAS**, on certain property located within the City, commonly referred to as the “Brown County Fairgrounds,” special events are held that necessitate local health department inspection and enforcement activities; and

**WHEREAS**, the local health department inspection and enforcement activities occurring in connection with special events at the Brown County Fairgrounds are usually conducted on property owned by the County, including Tax Parcel Numbers WD-57, WD-67 and WD-70-1 (collectively the “County Property”), and

**WHEREAS**, the County Property is located within the City limits and therefore City’s LHD

has jurisdiction over the County Property and certain neighboring parcels, as applicable; and

**WHEREAS**, City wishes to designate County as the agent for LHD-related inspections, enforcement activities and licensing regarding special or other events at the County Property and, if applicable, other neighboring parcels (collectively, the “Property”), and County has available LHD inspection and enforcement resources and agrees to conduct and enforce all LHD-related inspections, investigations and licensing matters at the Property; and

**WHEREAS**, City and County believe it is in their individual and mutual best interests to enter into this Agreement to foster intergovernmental cooperation and coordination between the Parties and maximize available LHD inspection, enforcement and licensing resources at the Property.

**NOW THEREFORE**, upon the mutual obligations and benefits contained herein, together with such other consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

- 1. COVERAGE.** County shall be responsible for all LHD-related inspections, enforcement activities and licensing matters associated with all special or other events at the Property. If the City LHD is contacted for LHD-related inspections, and/or enforcement or licensing activities at the Property, it shall promptly refer the request to County via County’s designated representative. County would also receive any revenue generated via its inspection, enforcement and licensing authority granted by the terms of this Agreement. County agrees to follow standard inspection, enforcement and licensing methods, procedures, policies, and guidance documents as prescribed by DATCP.

**2. INDEMNIFICATION.** Each Party agrees to save and hold harmless, to the fullest extent allowed by law, the other Party and its principals, officers, employees, and volunteers from and against all claims, demands, suits, actions, payments, liabilities, judgments, and expenses (including court-ordered attorneys' fees), arising out of or resulting from the acts or omissions of their principals, officers, employees, or volunteers in the performance of this Agreement. Liability includes any claims, damages, losses, and expenses arising out of or resulting from performance of this Agreement that results in any claim for damage whatsoever including any bodily injury, civil rights liability, sickness, disease, or damage to or destruction of tangible property, including any loss of use resulting therefrom. Nothing in this Agreement shall require either Party to indemnify or hold harmless the other Party from liability for the negligent or wrongful acts or omissions of said other Party or its principals, officers, or employees. The hold harmless and indemnity provisions of this Agreement shall survive the termination of this Agreement and shall remain operative until the time that all potential claims or potential civil actions by the parties or by third parties shall expire under existing law.

**3. RESERVATION OF RIGHTS.** Notwithstanding any other portions of this Agreement, nothing contained herein is intended to waive or estop the Parties or their insurers from relying upon the limitations, defenses, and immunities contained within Sections 345.05 and 893.80, Wis. Stats. To the extent that indemnification is available and enforceable, the Parties or their insurers shall not be liable in indemnity, contribution, or otherwise for

an amount greater than the limits of liability of municipal claims established under Wisconsin law.

4. **RECORDS.** All records created by the County while performing LHD services shall remain the property of the County and the County shall remain the custodian thereof for purposes of the Wisconsin Public Records Law (Wis. Stat. § 19.21 *et seq.*)
5. **TERM.** This Agreement is effective as of the date written above and shall remain in effect for a period of three (3) years. Upon expiration of the initial Agreement term, this Agreement shall automatically renew for successive one-year periods unless terminated by either Party as provided herein.
6. **TERMINATION.** Either Party may terminate this Agreement by providing the other Party with a 180-day written notice of termination.
7. **AUTHORITY.** The undersigned represent that they have the lawful authority to execute this Agreement on behalf of their governing body.
8. **ASSIGNMENT.** Unless authorized and agreed upon in writing by City in its sole discretion, County may not assign or otherwise transfer any right or privilege conferred by this Agreement.
9. **NOTICE.** Any notice required or permitted under this Agreement shall be deemed sufficiently given or served if personally delivered or properly sent by First-Class Mail, addressed as follows:

If to City:  
Attn: Health Officer/Director  
335 S. Broadway  
De Pere, WI 54115

If to County:  
Attn: Health Officer/Administrator  
111 N. Jefferson St.  
Green Bay, WI 54301

**10. WAIVER.** No waiver of any default of City or County hereunder shall be implied from any omission to take any action on account of such default if such default persists or is repeated, and no express waiver shall affect any default other than the default specified in the express waiver and that only for the time and to the extent therein stated. One or more waivers by City or County shall not be construed as a waiver of a subsequent breach of the same covenant, term or condition.

**11. FINAL AGREEMENT.** This Agreement terminates and supersedes all prior understandings or agreements on the subject matter hereof. This Agreement may be modified only by further writing that is duly executed by all parties.

**12. GOVERNING LAW.** This Agreement shall be governed, construed and interpreted by, through and under the laws of the State of Wisconsin.

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement as of the day and year first above written:

**CITY OF DE PERE**

By:

\_\_\_\_\_  
Kimberly T. Flom, City Manager

\_\_\_\_\_  
Carey E. Danen, City Clerk

**BROWN COUNTY**

By:

\_\_\_\_\_  
Name, Title

\_\_\_\_\_  
Name, Title

# CITY OF DE PERE

## MEMO

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To: Members of the Board of Health  
From: Chrystal Woller BSN, RN, MBA  
Meeting Date: 5/12/2025

Re: Environmental Program Update

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At the request of the Board of Health at the last meeting, below is the update related to bedbugs and tenant concerns of elder abuse:

The Health Department has not received any additional complaints about bedbugs from any residents of the building. Bedbug treatment and follow-up have been completed accordingly. In addition, staff consulted with Brown County Adult Protective Services related to the public health actions taken and deferred to their agency for the appropriate follow-up with the tenant, as this is outside the scope of public health. The Health Department considers this case closed at this time, unless a new complaint is filed.

Health and Development Services Departments worked together to license an increased number of short-term rentals (Tourist Rooming Houses (TRH)). Licenses were issued after Pre-Inspections were conducted to ensure compliance with City ordinance and State codes. The number of new TRHs has increased by 171% in volume to date (21 short-term rentals, increased to 57 short-term rentals in approximately one year). It is unknown whether this number will remain after the NFL Draft. However, we will know for sure by mid-July which operators renewed the TRH license.

Under the city's New Employee Integration Program, our Environmental Health Sanitarian volunteered to mentor the new Code Enforcement Specialist. The Program is designed to help introduce the new employee to the De Pere culture by offering advice, guidance, and encouragement. Being a mentor for the Specialist position is a great match with the Sanitarian position. There is a lot of interaction between these positions responding to environmental and nuisance complaints. Additionally, one of the Code Enforcement Specialist's job duties is to assist the Sanitarian with weights and measures. Field training for small capacity scales has already begun and training for gas pumps will take place this May.

-Respectfully submitted, Trista Groth, CSP, RS

# CITY OF DE PERE

## MEMO

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To: Members of the Board of Health  
From: Chrystal Woller BSN, RN, MBA  
Meeting Date: 5/12/2025

Re: Approval of the 2025 Policies and Procedures

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Staff conducted the annual review of the department's policies and procedures. All applicable policies and procedures align with public health's best practice standards. The only new policy is the Isolation and Quarantine policy which outlines the legal authority and process for issuing isolation and quarantine. This replaced a more specific policy regarding deputizing quarantine guards (which is now embedded in the broadened policy). Also, the Health department pandemic plan was relocated from the policy and procedures manual to the public health emergency plan. In addition, the animal bite policy was significantly revised to mirror best practice standards, especially related to electronic documentation in WEDSS. Finally, agent program policy and procedures were revised to reflect current operations to include the use of conditional licenses and stepped enforcement.

## Policy & Procedure Table of Contents revised 3/2025

Policy & Procedure		Effective Date	Reviewed/Revised Date
<b>1</b>	<b>ADMINISTRATION</b>		
A.	Administrative Policy	3/1/2014	1/3/2025
B.	After Hours Coverage	1/1/2007	1/2/2025
C.	Banner Policy for City of De Pere	City Policy	City Policy
D.	Cash Collection	1/1/2007	2/13/2025
E.	Civil Rights Compliance	3/1/2014	1/3/2025
F.	Delegation of Authority	3/1/2014	1/13/2025
G.	Fee Exempt Testing (WSLH)	3/1/2014	1/13/2025
H.	Fee Policy for Public Health Services	3/1/2014	2/13/2025
I.	Incident Report	5/17/2010	1/13/2025
J.	Invoicing	1/1/2007	2/28/2025
K.	Issuing Citations	1/1/2007	1/2/2025
L.	Media - Communications, Acceptable use of Electronic and Social	3/1/2014	2/28/2025
M.	Medical Advisor	3/1/2014	1/13/2025
N.	Policy & Procedure Access & Annual Review	3/1/2014	1/13/2025
O.	Public Health Supply Ordering	3/1/2014	2/18/2025
P.	Purchasing	5/18/2009	2/18/2025
<b>2</b>	<b>ADULT HEALTH</b>		
A.	Blood Pressure Measurement	1/15/2007	1/16/2025
B.	Fall Prevention/Stay At Home Assistance Program	5/17/2010	1/28/2025
C.	Narcan Direct Program	5/1/2023	1/6/2025
D.	Fentanyl Test Strip Distribution	10/2/2023	1/6/2025
<b>3</b>	<b>COMMUNICABLE DISEASE</b>		
A.	Communicable Disease Investigation and Control	1/1/2007	2/6/2025
B.	Tuberculosis (Active Disease Management and Latent Infection)	5/1/2011	1/23/2025
C.	Isolation and Quarantine*	3/1/2025	*replaced Quarantine Guards
<b>4</b>	<b>EMERGENCY PREPAREDNESS</b>		
A.	Shelter Response	3/1/2014	1/23/2025
B.	Personal Protective Equipment: Respiratory Devices	1/1/2007	1/6/2025
C.	Response to Public Health Emergencies	3/1/2014	1/6/2025
<b>5</b>	<b>HEALTH INFORMATION</b>		
A.	Access to Vital Records	3/1/2014	1/13/2025
B.	Authorization for Release-Disclosure of PHI	2/12/2018	1/13/2025
C.	Client Referrals: Linking the Population to Essential Services	3/1/2014	2/6/2025
D.	Confidentiality and Record Retention	1/1/2007	1/14/2025
E.	Confidentiality Statement	City Policy	City Policy
F.	Documentation Guidelines	1/1/2007	1/14/2025
G.	Interpreter/Translator Services	3/1/2014	2/6/2025
H.	Notice of Privacy Practices	City Policy	City Policy
I.	Open Records Request	City Policy	City Policy
J.	Public Record Availability for Inspection & Copying	3/1/2014	1/14/2025
K.	Release of Immunization Records	1/1/2007	2/6/2025
<b>6</b>	<b>IMMUNIZATION</b>		
A.	Immunization Program Policy	1/1/2007	2/6/2025

B.	Uncontrollable Client Policy	1/1/2007	2/6/2025
C.	Vaccine Storage and Handling Policy	1/7/2016	2/6/2025
<b>7</b>	<b>MATERNAL/CHILD HEALTH</b>		
A.	Child Passenger Safety Inspection and Education Program	1/1/2007	1/14/2025
B.	Childhood Lead Prevention Program	1/1/2007	1/14/2025
C.	MCH Related Policies	3/1/2014	1/14/2025
<b>8</b>	<b>STAFF POLICIES</b>		
A.	Competency Assessment for Public Health	5/21/2018	1/14/2025
B.	Conflict Resolution	3/1/2014	1/14/2025
C.	Employee Safety	3/1/2014	2/19/2025
D.	Flexible Schedule	3/1/2014	1/14/2025
E.	Mobile Unit	4/11/2023	1/14/2025
F.	Orientation	3/1/2014	1/14/2025
G.	Professional Staff Licensure	3/1/2014	1/14/2025
H.	Safety during Home Visits	1/1/2017	2/6/2025
I.	Workforce Development	5/1/2014	1/14/2025
J.	Intern Policy	3/18/2024	1/15/2025

<b>Policy &amp; Procedure</b>		<b>Effective Date</b>	<b>Revised/Reviewed Date</b>
<b>9</b>	<b>ENVIRONMENTAL HEALTH</b>		
A.	Agent Program	4/1/2017	2/19/2025
B.	Animal Bites	1/1/2007	1/15/2025
C.	Animal Variance	7/20/2015	2/18/2025
D.	Bee Keeping	12/1/2015	1/22/2025
E.	Chicken Keeping	2/1/2016	1/22/2025
F.	Environmental Site Assessment	2/12/2015	1/22/2025
G.	Foodborne Illness Response	2/28/2022	3/3/2025
H.	Human Health Hazards and Public Nuisance	3/1/2014	2/26/2025
I.	Noise	1/1/2007	1/22/2025
J.	Pools	5/1/2018	1/22/2025
K.	Radon	4/2/2015	1/22/2025
L.	Water Main Break	10/2/2015	1/22/2025
<b>10</b>	<b>WEIGHTS AND MEASURES</b>		
A.	Weights & Measures Program	1/1/2007	2/19/2025
B.	Electronic Computing Scales Procedure	1/1/2016	2/19/2025
C.	Retail Motor Fuel Device Test Procedure	10/25/2021	2/19/2025

# CITY OF DE PERE

## MEMO

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To: Members of the Board of Health  
From: Chrystal Woller BSN, RN, MBA  
Meeting Date: 5/12/2025

Re: Approval of the 2024 Annual Report

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On behalf of the health department staff team, we are excited to present the 2024 Annual Report! What a pleasure it has been serving this community in 2024. Please reach out if you have any questions at all. A special thank you to Deputy Health Officer, Sara Lornson, for her work on this report!

# Health Department

# DE PERE

# Annual

# Report

# 2024



## Contact Us

-  [www.deperewi.gov](http://www.deperewi.gov)
-  920-339-4054
-  [deperhealth@deperewi.gov](mailto:deperhealth@deperewi.gov)
-  335 S. Broadway, De Pere WI 54115



# A Message from the Director

## *Social Connection and Belonging*

Dear De Pere Community,

I am so excited to share this year's annual report! As you read through these pages, I hope you'll feel the passion, dedication, and hard work that our staff have poured into making De Pere a community where all people can live well and flourish together. This report is not just a collection of numbers--it's a reflection of the amazing partnerships and connections made over this past year. I encourage you to take a moment to explore the information outlined in this report. It gives a snapshot of the public health services and initiatives that are at the heart of what we do—whether it's prevention efforts, educational programs, or the essential services we provide to ensure the well-being of our community.

We're incredibly grateful for all of the community engagement opportunities in 2024 and look forward to many more. If you have any questions, need more information, or just want to learn more about any of the exciting initiatives we've been working on, please don't hesitate to reach out to our office. We're here to help! Thank you for being such an important part of this journey. Belonging does begin here!

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.

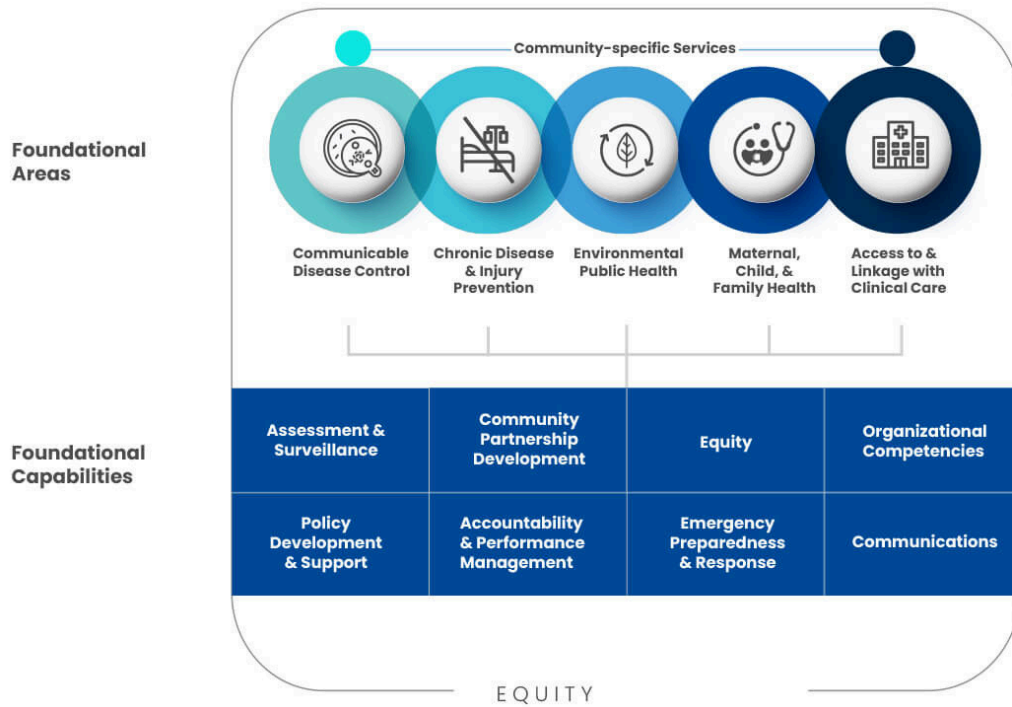




# Foundational Public Health Services & Capabilities

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

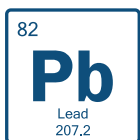
## A Data Source for the City of De Pere

One of the capabilities that builds a strong public health infrastructure is assessment & surveillance. This data assists in supporting and guiding public health planning and decision-making. This dashboard now offers data on over 40 measures of health and drivers of health for over 970 cities across the U.S. – all cities over population 50,000 plus a growing set of smaller places, like De Pere.

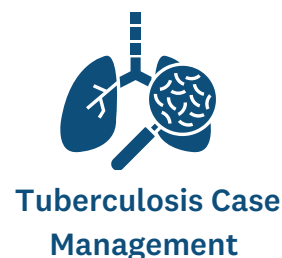


# This is Public Health...

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

## *2024 Board Members*

**Teresa Gulyas RN, MSN, MEd– Citizen Member**

**Pamela Gantz (term began 5/2023)-Aldersperson**

**Dennis Hibray, Chair - Citizen Member**

**Dr. Michael McHenry (resigned-11/2024) - Citizen Member**

**Robyn Lauritsen, NP-(appointed 11/2024)-Citizen Member**

**Devin Perock (term began 5/2023)- Aldersperson**

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



# Health Department Staff

## *Health Officer/Director*

Chrystal Woller, BSN, RN, MBA

## *Public Health Nurses*

Sara Lornson, BSN, RN, Deputy Health Officer

Danielle Jauquet, BSN, RN, CPH

## *Environmental Health Sanitarian*

Trista Groth, BS, RS, CSP

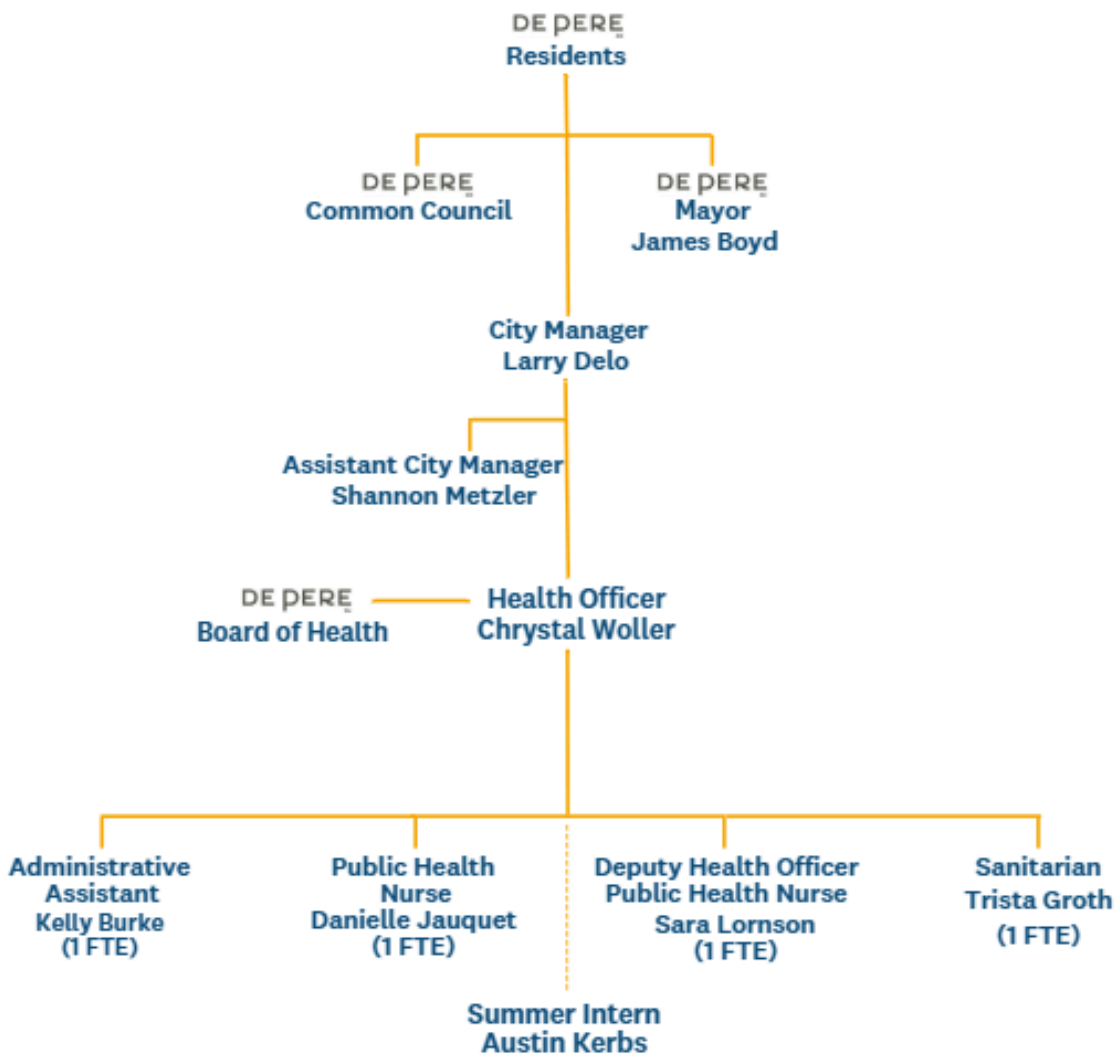
## *Administrative Assistant*

Kelly Burke, BA

## *Public Health Intern (seasonal-summer)*

Austin Kerbs

# Organization at a Glance



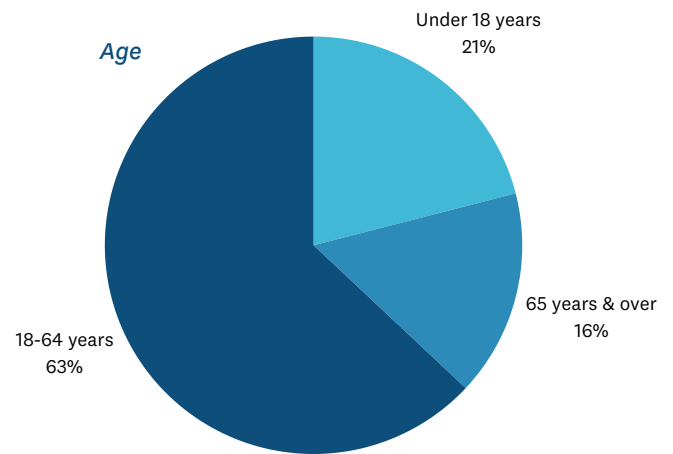
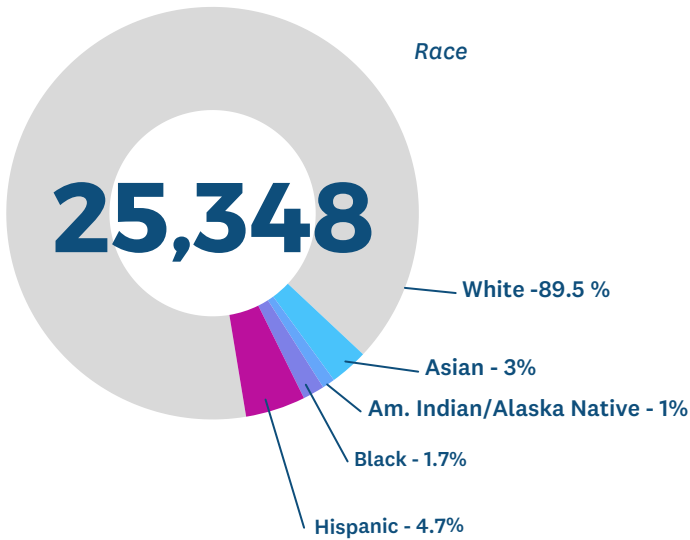
# Demographics

DE PERE

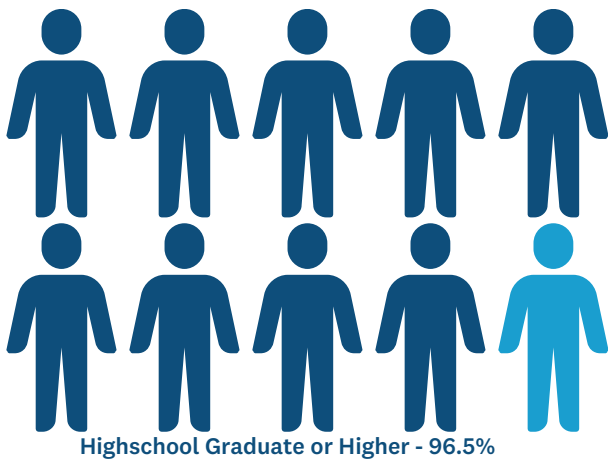


## Total Population

\*Census QuickFacts (population estimates July 1, 2023)



## Education and Income



**6.1%**

Uninsured People  
Under age 65

**9.9%**

Children in Poverty

**3.1%**

Unemployment

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



# Foundational Public Health Areas



*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.

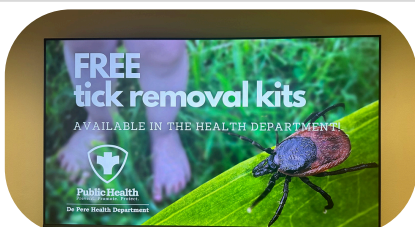
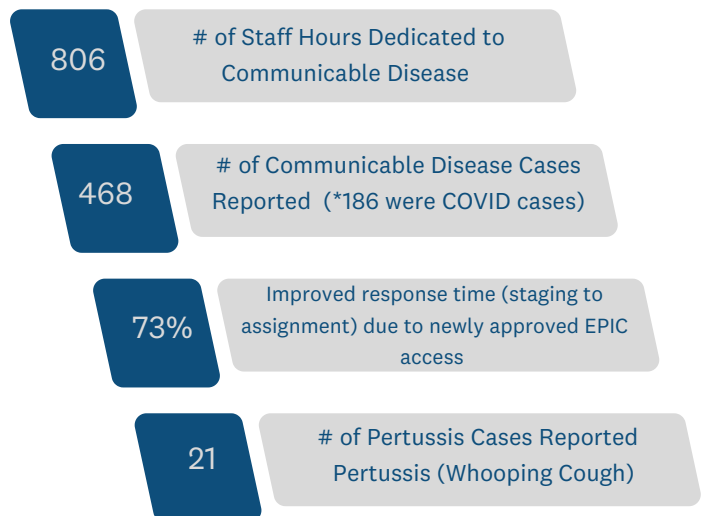
## A Year in Review

- Sexually transmitted infections (specifically chlamydia and gonorrhea) remained consistently high this year.
- There were 21 confirmed/probable pertussis cases related to 3 area outbreaks after 0 cases the 4 previous years in De Pere. This was consistent with a state and nation-wide rise in pertussis cases.
- After new reporting criteria for RSV, influenza, and COVID in late 2022 to only include hospitalizations, pediatric deaths, and congregate setting outbreaks, RSV and influenza hospitalizations were up compared to 2023.
- DPHD staff received read-only EPIC access for HSHS, Aurora, and Gunderson healthcare systems which substantially improved timely communicable disease follow up.
- Latent tuberculosis and syphilis cases remained consistent with one more case each than 2023.

## Animal Bites – Rabies Prevention

- 28 Bites (human victims)
  - 21 Dogs; 6 Cats; 1 Bat
- 7 Bites (animal victims)
  - 6 Dog; 1 cat
- 5 Dangerous Animal Determinations; 1 appealed

## Communicable Disease By the Numbers





## Communicable Disease Detail

Disease	2024
Arboviral Disease, West Nile Virus	0
Babesiosis	1
Campylobacteriosis	4
Carbapenemase Producing Organisms	1
Carbon Monoxide Poisoning	1
Chlamydia Trachomatis	80
Coronavirus *	186
Cryptosporidiosis	1
Cyclosporiasis	0
Erlchiosis/Anaplasmosis	2
Giardiasis	3
Gonorrhea	11
Haemophilus Influenzae Invasive Disease	2
Hepatitis B	2
Hepatitis C	1
Influenza *	77
Invasive Streptococcal Disease (A and B)	5
Legionellosis	0
Lyme Disease	8
Mycobacterial Disease (Nontuberculous)	3
Pathogenic E.coli	7
Pertussis (Whooping Cough)	21
RSV*	33
Salmonellosis	2
Streptococcus Pneumoniae Invasive Disease	4
Syphilis	4
Tuberculosis, Latent Infection	6
Vibriosis	0
Yersiniosis	3

\*Only HOSPITALIZED influenza, COVID-19, and RSV cases are REQUIRED to be reported to Public Health.



# Communicable Disease Prevention & Control

## Immunization Program



### Vaccines for Children

- # Vaccines administered to pediatric patients: 153
- # Vaccines administered to adult patients: 32
- Total Patients Served: 151
- Mass influenza vaccine clinics: 3
- % of 2 year-olds who are up-to-date on the recommended vaccinations: 83%

Vaccine	2023 Total	2024 Total
DTP/aP and/or combination	3	3
HepA	2	16
HPV	4	4
Meningo	1	8
Meningo B	0	1
MMR	1	2
Pertussis/Tdap - Td	6	22
Varicella	2	6
Pneumococcal	2	0
Polio	3	4
Rotovirus	2	0
Hib	1	0
COVID-19	50	3
Influenza	206	112
Total	283	181





# 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.

## Child Passenger Safety 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 (CPST) 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.

In 2024, DPHD implemented a new safety initiative which provides prenatal seat belt checks to expecting mothers during car seat inspection clinics. Prenatal vehicle safety is essential for the health and well-being of both the mother and the developing fetus. By understanding and implementing safety measures, pregnant individuals can significantly improve their safety while traveling in a vehicle.



Car Seat Installation Clinics ➤ 10

Car Seats Installed ➤ 24

Prenatal Seat Belt Checks ➤ 1

## 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 2024, 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.



16 bicycle safety sessions provided for local youth



## By the Numbers

Bingocize® is an evidence-based socially engaging fall prevention program that combines exercise, health education, and the game of bingo. Bingocize continues to be a very popular injury prevention program for our older adult community. In 2024, De Pere Health Department held two sessions, twice a week for ten weeks and 6 weeks, at the De Pere Community Center.

Session 3 (20 classes):  
Bingocize Fall Prevention  
February 26th — May 1st  
2024 Participants: 34

Session 4 (12 classes):  
Bingocize Immune Support  
September 9th — October 16th  
2024 Participants: 27

Total Participants for both  
sessions: 61





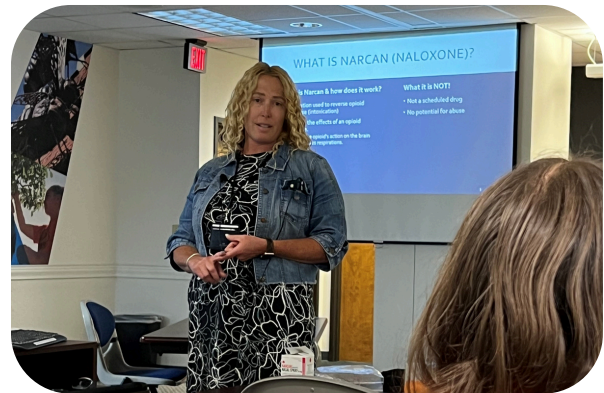
# Chronic Disease & Injury Prevention

## Harm Reduction

### By the Numbers

- Distributed
  - 14 doses of Narcan distributed
  - 29 Fentanyl test strips were
  - 120 individual trained on Narcan administration
- Coordinated and participated in a collaborative harm reduction event with Vivent Health at the Medical College of WI -SNC campus.
- Supported the City's efforts to obtain NaloxZone boxes for public buildings and train city staff on the administration of Narcan.

De Pere Health Department works 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.



### Brown County Coalition for Change

Brown County Coalition for Change empowers the Brown County community to live healthier, safer lives by preventing substance misuse, promoting recovery, and fostering a culture of wellness and support through education, advocacy, and collaboration. The Health Department is an active participant on this coalition. In addition to De Pere Police Department and Health Department, the coalition includes professionals, local schools, other government agencies/health departments, non-profit organizations, and advocates throughout Brown County. De Pere involvement in 2024 initiatives included active meeting attendance, promoting coalition events, and sharing local addiction and recovery resources in addition to providing harm reduction measures such as Narcan.





# 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.

In 2024, 14 participants from the TOPS group participated in the educational session, “BETTER SLEEP: WHAT’S GETTING IN THE WAY?”



### Mental Health

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 is an active member of the Brown County Coalition for Suicide Prevention. This coalition is dedicated to promoting awareness, providing education, overcoming stigma, supporting survivors, and preventing suicides in Brown County. In addition to De Pere Police Department and Health Department, the coalition includes survivors, professionals, local schools, agencies, organizations, and advocates throughout Brown County. De Pere involvement in 2024 initiatives included active meeting attendance, staffing a coalition resource booth at Farmer’s Market and school resource fairs, helping to plan and staff the Mental Health Resource Fair at Neville Public Museum for Mental Health Awareness Month, assisting with Be the Light Walk registration, promoting area mental health resources and events, and helping with a coalition sponsored suicide awareness tree at National Railroad Museum Festival of Trees.

In 2024, De Pere Health Department staff:

- Sponsored (4) new Mental Health First Aid train-the-trainer community scholarships
- Participated in (1) Mental Health First Aid Trainings
- Sponsored the green bandana project at St. Norbert College
- Assisted with “Be The Light Walk” for suicide prevention

be the  
light  
walk

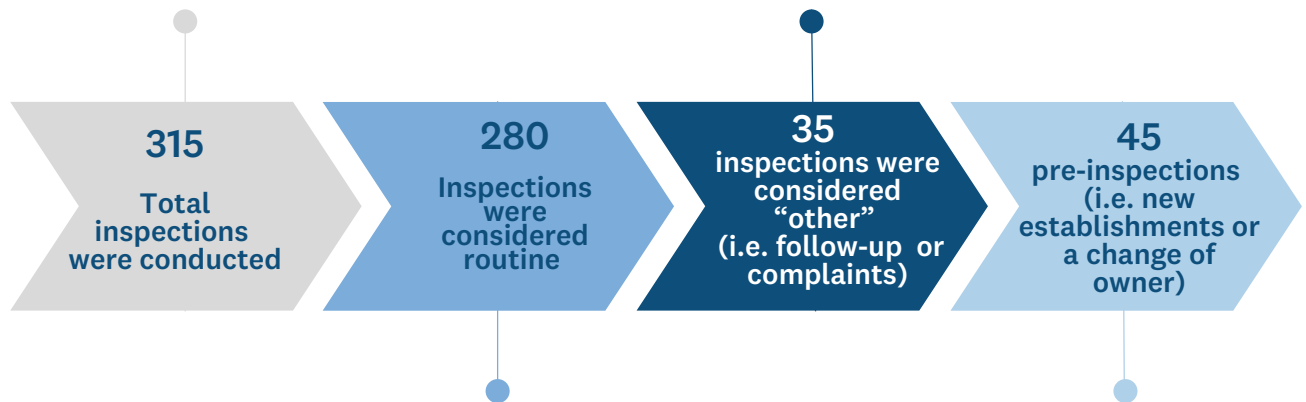


# Environmental Health

## 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 inspection numbers do not include temporary event inspections such as the farmer's market, Celebrate De Pere, or the Brown County Fair.
- ✓ Fun Fact: Pre-inspections increased 136.8% from 2023 to 2024 (19 pre-inspections to 45 pre-inspections). There were 21 newly licensed short-term rentals (tourist rooming houses) in 2024, as the community prepares for hosting the NFL Draft.

## Public Pool Water Monitoring: Bacteriological Testing

- 9 Year-Round Pools
- 53 samples tested
- 100% tested safe\*

- 5 Seasonal Pools
- 25 samples tested
- 83% tested safe\*\*

\*safe: tested negative for coliform & E. Coli.

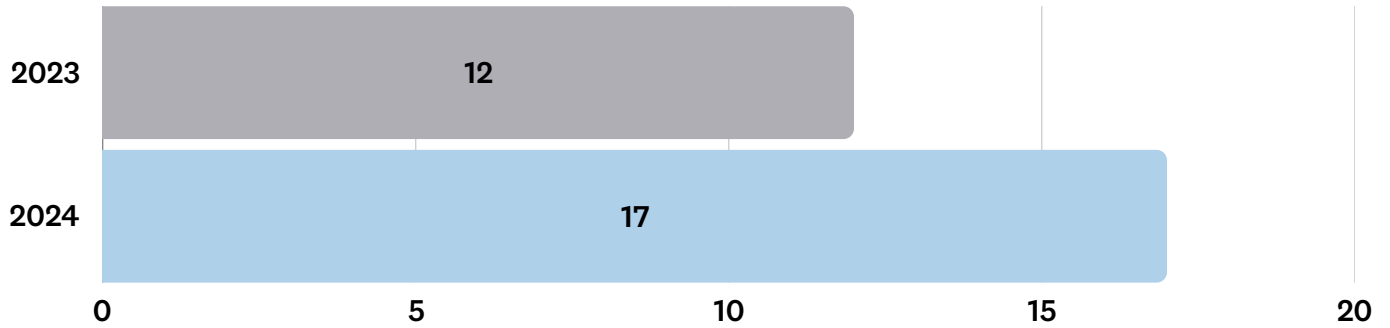
\*\*The seasonal pools that were not 100% safe received appropriate and timely public health follow-up to ensure patron safety.



# Environmental Health

## Human Health Hazard/Nuisance Response

Number of Nuisance Complaints Reported & Investigated

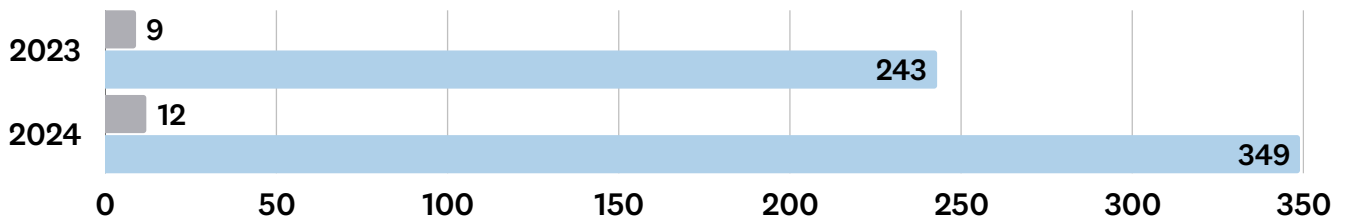


- Most Common Complaints Investigated in 2023: Noise, Pest Infestation, Unsanitary Conditions
- Most Common Complaints Investigated in 2024: Noise, Mold, Pest Infestation, Unsanitary Conditions

## Weights & Measures Consumer Protection Program

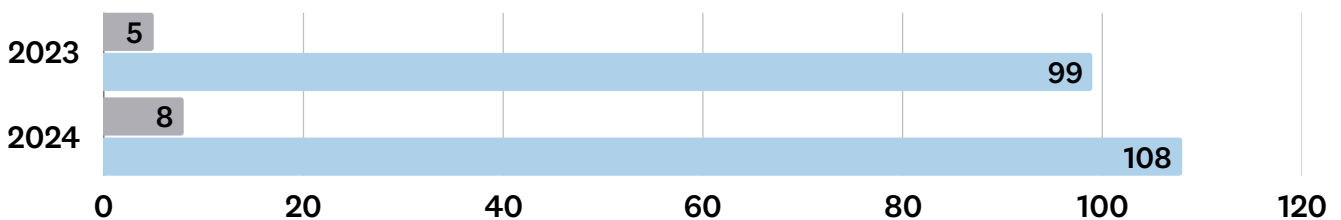
Number of Facilities & Devices Inspected

● Gas Stations ● Retail Motor Fuel Devices



Number of Facilities & Devices Inspected

● Stores ● Scales



- In 2024, 22 inspections were completed to include a price verification audit at one store.
- In 2024, increased the retail motor fuel devices inspected by 43.6%



# Environmental Health

## 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.
- Throughout the month of January, DPHD provided radon kits free of charge to City of De Pere residents. Education on testing, results and health effects of radon exposure was also provided. During the month of January, 79 kits were provided free of charge.
- Throughout the remainder of 2024, DPHD sold an additional 9 kits to community members, and continued to provide education on testing, results and negative health effects of radon exposure.



Short term radon test kit

Press Release  
“January is Radon Action Month”

### PRESS RELEASE

For Immediate Release: 1/11/2024

City of De Pere  
101 South Broadway  
De Pere, WI 54115-1198  
www.deperewi.gov



### January is Radon Action Month

De Pere Health Department Urges Residents to Test Their Homes for Radon

January is National Radon Action Month and the De Pere Health Department is encouraging everyone in the City of De Pere to test their homes for radon.

According to the Wisconsin Department of Health Services, an estimated 1 in 10 homes in Wisconsin have high radon levels. Radon is a naturally occurring, radioactive gas that enters homes through gaps or cracks and can build up inside. Radon is the second leading cause of lung cancer and is estimated to cause over 21,000 deaths each year in the U.S. Because of the way that radon and tobacco smoke damage the lungs, high radon levels are especially dangerous for people who smoke. Their risk of lung cancer is 10 times higher than non-smokers.

You cannot see, smell, or taste radon and the only way to know if you have high radon levels is to test. If you live in a home with high radon levels, you can help save lives. **Stop!** Radon test kits are available from the De Pere Health Department at no charge during the month of January. To obtain a test kit, stop at the De Pere Health Department at 255 S. Broadway, De Pere or call (920) 320-4554.

High radon levels can be reduced by fixing the home and installing a radon mitigation system. Radon reduction work generally requires a trained professional. More than 100 radon mitigation contractors in Wisconsin are nationally certified to install mitigation systems if elevated radon levels are found. Thousands of homes are installed in existing homes in Wisconsin each year.

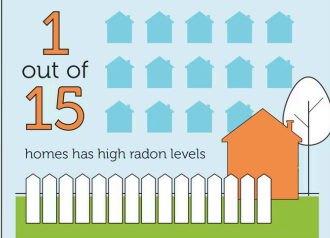
For additional information on local radon levels by zip code, how to test, the health risk, how to reduce radon levels in a home, or to find a certified radon mitigation contractor look at the Wisconsin Department of Health Services website at [www.dhs.wisconsin.gov](http://www.dhs.wisconsin.gov)

### Protect Your Family from Radon

Radon is a gas that you can't see, smell, or taste – but it can be dangerous. It's the second leading cause of lung cancer.



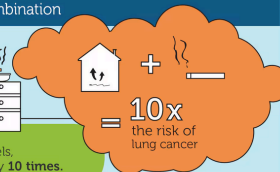
Radon is in the ground naturally. But sometimes it gets into homes through cracks in the floors or walls.



### Radon and Smoking: A Dangerous Combination



If you live in a home with high radon levels, smoking raises your risk of lung cancer by 10 times.



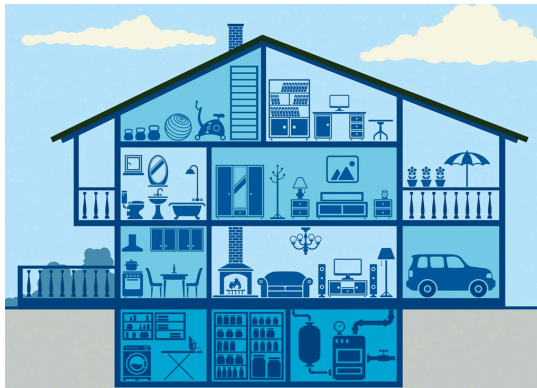
Take the First Step

There's good news – you can protect your family by testing your home for radon.



# Environmental Health

## 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

## By the Numbers

438

Lead tests reported to the health department

1

Child(ren) that was provided public health follow up for blood lead levels greater than 3.5mcg/dL

3

Lead poisoning prevention community outreach events activities DPHD participated in with community partners.



# HAS YOUR CHILD BEEN TESTED FOR LEAD POISONING?

CHILDHOOD LEAD POISONING PREVENTION WEEK [WWW.DHS.WISCONSIN.GOV/LEAD](http://WWW.DHS.WISCONSIN.GOV/LEAD)



De Pere Health Department  
335 S. Broadway  
339-4054

De Pere Health Department (DPHD) provides education to City of De Pere residents on the importance of lead poisoning prevention. DPHD has collaborated with the City of De Pere Water Department in efforts to educate the community on lead prevention and mitigation efforts.



### What Are We Doing to Help?

As your water provider, we are doing the following to reduce lead exposure in our water system.



**Verify Material**  
Conducting verification of service line materials including field inspections.



**Inform Customers**  
Sharing results and any actions taken.



**Reduce Lead**  
Executing projects to reduce lead in the water system.



**Educate Public**  
Programs, maps, and informative tips used to educate residents.





# 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.

## By the Numbers

### 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.

393

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.

241

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.

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



# Maternal, Child Health

*Belonging begins here... in De Pere!*

Social connectedness influences our minds, bodies, and behaviors—all of which can influence our health and life expectancy. Research shows that social connectedness can lead to longer life, better health, and improved well-being. Social connectedness can also help create trust and resilience within communities.

## 2024 George Street Plaza “Belonging Begins Here” Mural Voting Results

**WINNER!** Design 2: From the Heart (Artist: Beau Thomas)



Design 1: De Pere, A Hands-On Community (Artist: Madeline Deiters)



Design 3: Grab Ahold of De Pere and Belong (Artist: Christine Wyman)



- Design 1: De Pere, A Hands-On Community
- Design 2: From the Heart **WINNER!**
- Design 3: Grab Ahold of De Pere and Belong

[www.deperewi.gov/belong](http://www.deperewi.gov/belong)



Beau Thomas’s mural design “From the Heart” was chosen through community-wide voting, both in-person and online, on the top 3 submissions that met the design theme “Belonging Begins Here”. This theme was born from the Brown County Beyond Health Community Health Improvement Plan (CHIP) objective of Social Cohesion and the work that the group—which includes De Pere Health Department, WELLO, NeighborWorks Green Bay, Brown County Public Health, United Way, City of Green Bay, Brown County Aging and Disability ResourceCenter, and more—is doing with their campaign around social connectedness. The mural was funded by the Wisconsin 2024 Maternal and Child Health Block Grant (Objective 7: Social Connections), which also aligns with the CHIP goals.



# Maternal, Child Health

*Belonging begins here... in De Pere!*

## *By the Numbers*

1,936 community votes total (one allowed per IP address)

458 in-person votes at two different community events

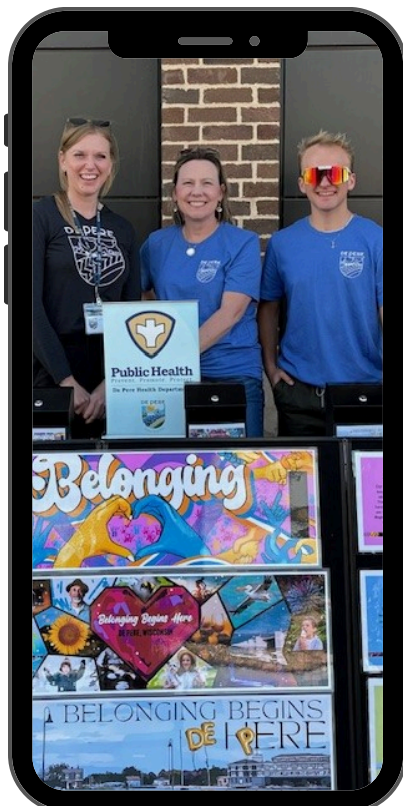
1,478 online votes

Mural unveiling at De Pere Farmer's Market with artist Beau Thomas

Selfie stop during the many Downtown De Pere events!



*From the Heart*





# 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.

### Steps to Safety Program

In 2024, De Pere Fire Rescue reported 654 fall incidents. The Steps to Safety 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.

### By the Numbers



\*Refused services/unable to contact: 19

### 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.

### By the Numbers



\*Refused services: 14



## Foundational Capabilities

*Emergency Preparedness & Response | Accountability  
& Performance Management | Community Partnership  
Development | Organizational Competencies |  
Assessment & Surveillance | Equity | Policy  
Development & Support*

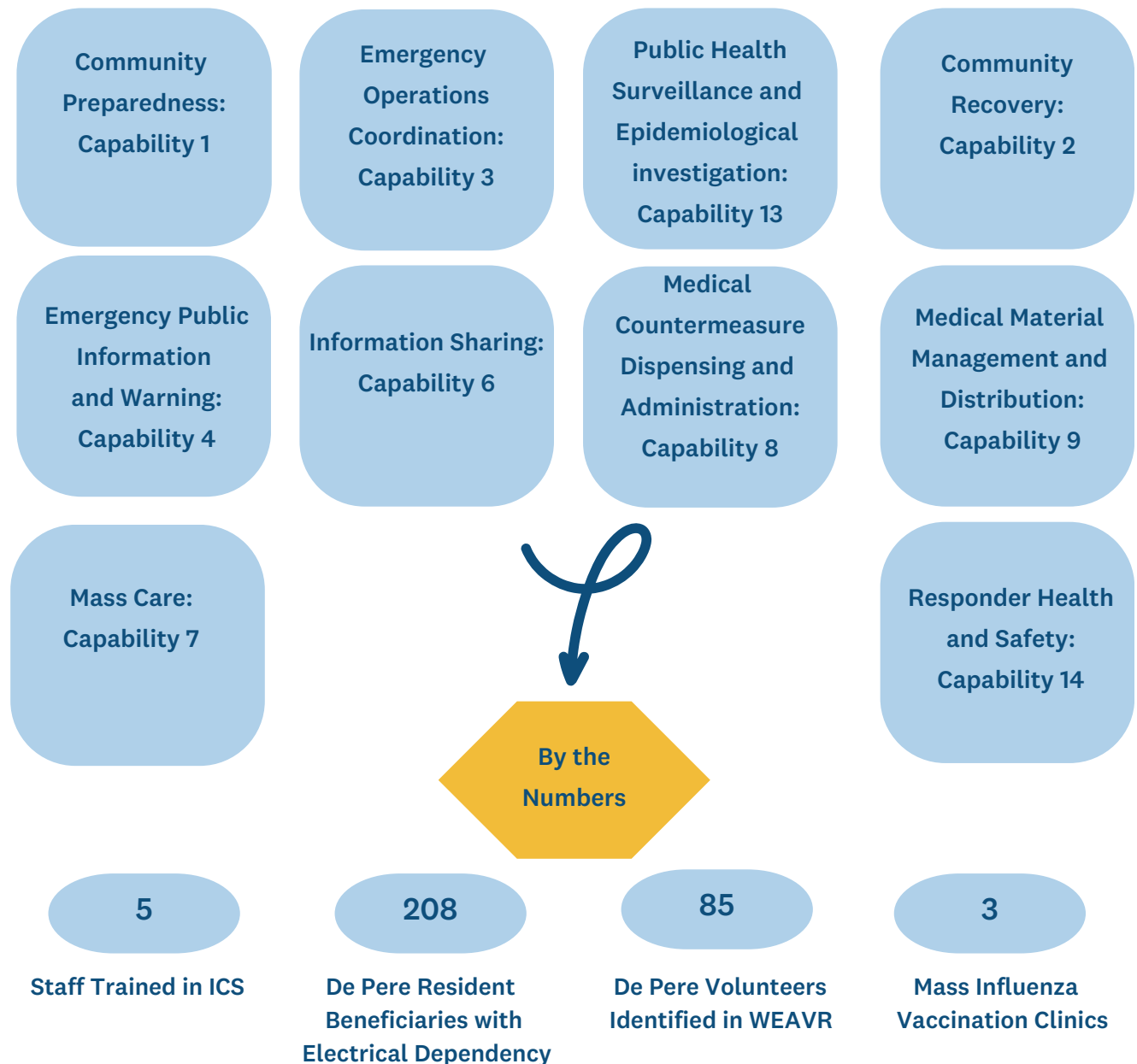


# Public Health Emergency Preparedness

## 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.

## 2024 Preparedness Capability Focus Areas





# 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.

### Emergency Preparedness & Response Highlight: Preventing Hepatitis A Outbreak



The goal of this response was to mitigate the risk of a Hepatitis A outbreak at a local establishment due to an infected food handler. DPHD staff were successful in vaccinating at risk individuals along with increasing awareness and knowledge of Hepatitis A. No further cases were identified.



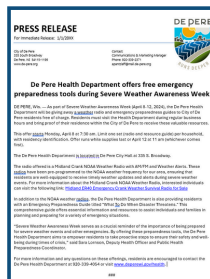
DPHD partnered with a local establishment and provided education and resources to 88 staff and families. A total of 13 individuals were vaccinated with Hepatitis A vaccine.



### Emergency Preparedness & Response Highlight: Severe Weather Awareness Week



During severe weather awareness week which was April 8 - 12, 2024, De Pere Health Department provided 50 free weather radios and 50 emergency preparedness guides to De Pere residents.





# Accountability and Performance Management

## Performance Management Dashboard

The purpose of a Performance Management and Quality Improvement System is to provide a framework to guide program performance management (PM) and quality improvement (QI) activities at the City of De Pere Health Department. Effective performance management allows for monitoring of important trends in data related to the Department's systems, services, and processes, allowing for outcomes and improvements to be made and tracked over time related to efficiency, effectiveness, and resource allocation. Much of this first year, 2024, allowed the department to develop baseline data parameters to build upon.

**NEW**

Performance Measures							Fee Revenue Collected by Program					
	2024 Goal	Q1	Q2	Q3	Q4	YTD	2024 Goal	Q1	Q2	Q3	Q4	
Completed foodborne pathogen training.	100%	40%	60%	0%	0%	100%	Public Health / Environmental Health					
Completed the colors personality training.	100%	0%	100%	0%	0%	100%	General Public Health	\$1,400	\$40	\$214	\$55	\$270
Implemented strategies related to content learning from training.	100%	80%	20%	0%	0%	100%	Food & Beverage Licenses	\$95,746	\$4,048	\$64,212	\$41,911	\$6,742
Completed the Performance Management and Quality Improvement training.	100%	20%	0%	0%	80%	100%	Grants	\$61,506	\$14,192	\$75,302	\$69,995	\$75,048
							Weights & Measures	\$21,461	\$0	\$17,727	\$3,279	\$0
2024 Organizational Goals & Objectives Progress Tracker												
Completed with required Incident Command System training based on protocol.	100%	100%	100%	100%	100%	100%	Priority Area 1: Workforce Development		Q1	Q2	Q3	
Offices and emergency call ranking are reviewed for accuracy monthly.	100%	100%	0%	0%	0%	100%	Goal 1, Objective 1: During 2024, each staff member will have at least a quarterly one-on-one to discuss challenges, successes, and professional development goals with their supervisor.					
Agency Assistance Volunteer Registry (NAVR) members, responding to an exercise drill within 48 hours.	45%	0%	45%	0%	0%	45%	Goal 2, Objective 1: By December 31, 2024, review and revise the 2023 Workforce Development Plan.					
Performance Measure - Foundational Public Health Service Areas (Hyperlinked)												
Control	2024 Goal	Q1	Q2	Q3	Q4	YTD	Priority Area 2: Strategic Plan		Q1	Q2	Q3	
Find adults who received a flu vaccine administered by...	206	0	0	45	67	112	Goal 1, Objective 1: By December 31, 2024, develop and implement a communications calendar mechanism that will be used to track core face to face public engagement activities on a monthly basis.					
							Goal 2, Objective 1: By December 31, 2024, review and/or revise the agency Strategic Plan.					

### PUBLIC HEALTH PERFORMANCE MANAGEMENT SYSTEM



The DPHD QI team guides and evaluates the QI process by:

- Providing committed and consistent leadership
- Developing the QI plan and establishing a calendar for QI activities
- Identifying processes that need improvement
- Developing consensus on the root cause of a problem and planning for its improvement
- Identifying, monitoring, and reviewing results from QI projects using the Plan, Do, Study, Act (PDSA) framework



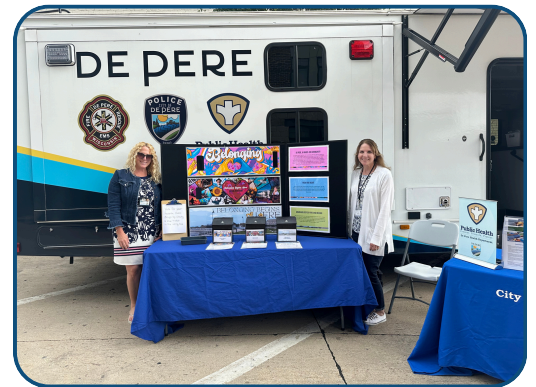
# Community Partnership Development

## Purpose

Community partnership development is one of the eight foundational capabilities needed in public health infrastructure. Community partnership development is the ability to leverage and engage partnerships to support basic public health protections, programs and activities that are key to the community's health. The ability to engage members of the community and multi-sector partners ensures well-being and achieving positive health outcomes.

### Farmers' Market Education

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



### 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.



### National Night Out

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





# Community Partnership Development

## *“Join or Die” Documentary and Joining Fair @ The Mulva Center*

“Join or Die” is a 2023 documentary about community connections and club participation, based on the work of political scientist Robert Putnam.



## *Dr. Carol Bruess @ SNC: The Science of Social Connection*

In collaboration with St. Norbert College, DPHD hosted Dr. Carol Bruess who presented “The Science of Social Interaction: Building a Vibrant and Healthy De Pere with Micro-Moments of Human Connection”.



## *Vaccines at De Pere Fire Rescue Open House*

In collaboration with De Pere Fire Rescue, DPHD hosted a mass influenza vaccination clinic utilizing the shared mobile unit.







# Organizational Competencies



In 2024, the De Pere Health Department provided 330 hours of public health mentorship to Master of Public Health (MPH) and nursing students. In summer of 2024, DPHD hosted its very first Environmental/Public Health Intern.

Growing and promoting a strong future public health workforce remains a core value of De Pere Health Department. In 2024, the health department provided 260 hours of public health mentorship to MPH students attending the Medical College of Wisconsin and Colorado State University Pueblo. Throughout 2024, DPHD hosted one nursing student for their community health practicum through University of Wisconsin Green Bay, totaling approximately 70 hours.

The Environmental/ Public Health Intern position provides an opportunity for students to apply concepts and assist in promoting and improving environmental/public health. Under close supervision, this internship provides varied public health experiences to include food, lodging, and recreational facility inspections, environmental nuisance and hazard complaint investigation and abatement. In addition, this position assists with the general public health outreach/ education and applied regulation of the Weights and Measures program.



*The internship was definitely a great experience. I learned a lot about how government works, how the different departments interact with each other, and obviously became aware of the role and importance of health inspection and public health as a whole. There is a lot more to it than just vaccinations and COVID mandates. Haha! There are lots of other really important services that public health provides. Also lots of interactions with other departments that are essential, especially in EH. - Austin Krebs*

EH	
2	Shadowing with Trista
7	Inspections done in '23-'24 cycle
6	Inspections done in '24-'25 cycle
2	Inspection with Brown County HD
7	NEW LICENSES RELEASED
24	TOTAL TRH
Pools	
25	Outdoor Pool Samples
9	Indoor Pool Samples
34	TOTAL POOL SAMPLES
Distribution	
2	Delivered Urban Orchard Signs
12	Locations with Social Connection Flyers
3	Locations with Older Adult Resource Guide
3	Condom Distribution Locations
20	LOCATIONS DISTRIBUTED TO
Agent Program/General EH	
9	Enforcement Documents Created
2	Fillable License/Planning Forms
33	Inspections with Trista
3	Inspections with Outagamie County HD
1	Inspections with Menasha HD
3	Complaint Follow-ups
1	Weights and Measures Shadowing
52	TOTAL EH

Micro Markets	
6	Inspections shadowed
12	Inspections performed alone
18	TOTAL MICRO MARKETS
Media Made	
9	EH Operator Education Flyers
12	Nurse Library Newsletters
15	Social Connectedness
4	Misc.
40	TOTAL MEDIA CREATED
Professional Development	
1	Environmental Health and Land Reuse Certification
7	Regional/EH Meetings Attended
2	Uses of Bilingual Skills
1	Participation in Board of Health Meeting
11	TOTAL PROFESSIONAL DEVELOPMENT
Community Engagement	
24	Businesses contacted for Social Connectedness ev
2	Farmers Markets Attended
1	Makers and Music Event Attended
27	TOTAL COMMUNITY ENGAGEMENT EVENTS
<b>## TOTAL ITEMS COMPLETED</b>	



# Organizational Competencies

The De Pere Health Department is committed to maintaining a diverse, skilled, knowledgeable, and passionate public health workforce. In order to realize our mission “to provide community leadership to promote and protect the health of De Pere residents through prevention, education, and quality services.”, we need a well-trained and competent workforce that strives for excellence. The De Pere Health Department will make every effort to effectively identify training and education needs for core competencies and to carry out the 10 Essential Public Health Services. Throughout 2024, the De Pere Health Department participated in numerous trainings and conferences to strengthen the capacity of the team to best support the De Pere community and achieve its mission to protect and promote the overall health and wellbeing of the community by recognizing the unique values and needs of De Pere residents.

## 2024 Staff Trainings & Development Topics Include:

- Health Literacy
- Emergency preparedness
- Emergency Management
- Substance misuse
- Mental health
- Coalition-building
- Child Injury Prevention
- Adult Injury Prevention
- Public health policy
- Chronic Disease Prevention
- Immunizations
- Environmental Health



NACCHO 360 Conference  
"Heard it Through the Grapevine: Public Health Partnerships, Collaboration, and Innovation."



#Lifesavers2024

Lifesavers Conference on child passenger safety conference



# Assessment & Surveillance

## Brown County Community Health Improvement Plan (CHIP)

### *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/ focus areas 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. Throughout 2024, the 2022-2024 CHIP cycle was wrapping up, while LPHA, the healthcare systems, and community partners were working together to finalize 2025 - 2027 CHIP cycle focus areas.*

### **BROWN COUNTY COMMUNITY HEALTH IMPROVEMENT PLAN : 2022-2024 SUMMARY**

#### **1.1: DECREASE INCOME AND ASSET GAP IN BROWN COUNTY**

Led by Brown County United Way

This strategy team focused on childcare as a workforce issue and worked to draw awareness to this issue and to increase regulated childcare slots in Brown County.



#### **1.2: IMPROVE ENVIRONMENTAL QUALITY AND PHYSICAL ENVIRONMENTS FOR ALL**

Led by Brown County Public Health

BCEPH made the process to investigate lead hazard investigations more efficient, which included securing an XRF machine.





# Assessment & Surveillance

## Brown County Community Health Improvement Plan (CHIP)

### BROWN COUNTY COMMUNITY HEALTH IMPROVEMENT PLAN : 2022-2024 SUMMARY

#### 1.3: ADVOCATE FOR EQUITABLE ACCESS TO HEALTHCARE

Led by Beyond Health Subcommittee, Health Systems Shared Facilitation

Representatives from local healthcare systems worked collaboratively on healthcare-related issues impacting our community, which included increasing depression screenings in minority populations.



#### 2.1: BUILD COMMUNITY CONNECTIONS AT THE NEIGHBORHOOD LEVEL

Led by NeighborWorks

This strategy team focused on supporting voluntary associations and their leaders through grants and events as a way to promote social connectedness.



#### 2.2: INCREASE AVAILABILITY AND VISIBILITY OF HEALTHY FOOD OPTIONS

Led by University of Wisconsin - Madison, Division of Extension Brown County

This team surveyed food pantry clients, created a public facing map of community food resources, and worked on several projects aimed at increasing food security.



#### 2.3: IMPROVE WALKABILITY AND RECREATIONAL OPPORTUNITIES

Led by Wello

Two of this team's projects were Yield to Your Neighbor and Wintermission. Yield to Your Neighbor included training sessions with enforcement agencies and Frogger events.





# Assessment & Surveillance

## Brown County Community Health Improvement Plan (CHIP)

### BROWN COUNTY COMMUNITY HEALTH IMPROVEMENT PLAN : 2022-2024 SUMMARY

#### 3.1: INTEGRATE POPULATION HEALTH INTO COMMUNITY PLANNING EFFORTS

Led by Beyond Health Subcommittee, HSHS Facilitation

This strategy team worked on broadband internet accessibility and relationships with local municipalities. Brown County Public Health worked with the Brown County Planning Commission to add a public health chapter to the Brown County Comprehensive Plan.



#### 3.2: SAFE, ACCESSIBLE HOUSING OPTIONS

Led by Blueprint Project Manager for The Taskforce

Landlords were incentivized to participate in the Brown County Housing Authority's Housing Choice Voucher Program, which resulted in new landlords accepting vouchers. The Green Bay Police Department has piloted a Homelessness Response Team to better address community concerns about people living unsheltered.



#### 3.3: SUPPORT AND CREATE POLICIES THAT DECREASE INEQUITIES IN A COORDINATED AND TRANSPARENT WAY

Led by Health Equity Coalition

This strategy team worked to create Health in All Policies (HiAP) education and tools to share throughout the community.



EQUITABLE ACCESS		
Take steps to level the playing field		
<p><b>Strategy 1:</b> Decrease income and asset gap in Brown County</p> <p><b>Strategy Lead:</b> Brown County United Way</p> 	<p><b>Strategy 2:</b> Improve environmental quality and physical environments for all</p> <p><b>Strategy Lead:</b> Brown County Public Health</p> 	<p><b>Strategy 3:</b> Advocate for equitable access to healthcare</p> <p><b>Strategy Lead:</b> Beyond Health Subcommittee, Health Systems Shared Facilitator</p> 
SOCIAL COHESION		
Help people connect with each other and their community in healthy ways		
<p><b>Strategy 1:</b> Build community connections at the neighborhood level</p> <p><b>Strategy Lead:</b> NeighborWorks Green Bay</p> 	<p><b>Strategy 2:</b> Increase availability and visibility of healthy food options</p> <p><b>Strategy Lead:</b> University of Wisconsin-Madison Division of Extension Brown County</p> 	<p><b>Strategy 3:</b> Improve walkability and recreational opportunities</p> <p><b>Strategy Lead:</b> Wells</p> 
UNIFIED PLANNING AND POLICY		
Make sure policies help the entire community		
<p><b>Strategy 1:</b> Integrate population health into community planning efforts</p> <p><b>Strategy Lead:</b> Beyond Health Subcommittee, Hospital Setters Health System Facilitation</p> 	<p><b>Strategy 2:</b> Safe and accessible housing options</p> <p><b>Strategy Lead:</b> Blueprint Project Manager for The Taskforce</p> 	<p><b>Strategy 3:</b> Support and create policies that decrease inequities in a coordinated and transparent way</p> <p><b>Strategy Lead:</b> Health Equity Coalition</p> 

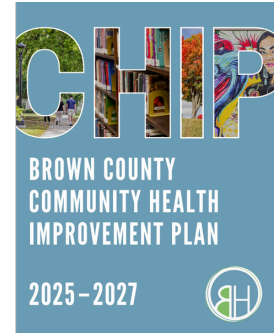


# Assessment & Surveillance

## Brown County Community Health Improvement Plan (CHIP)



### BROWN COUNTY COMMUNITY HEALTH IMPROVEMENT PLAN 2025 - 2027



## FOCUS AREA #1 MENTAL HEALTH AND SUBSTANCE USE



#### GOAL #1

Decrease number of poor mental health days.

Indicator: Adults reporting 14 or more poor mental health days per month



#### GOAL #2

Prevent excessive alcohol use.

Indicator: Percent of adults that report excessive drinking (County Health Rankings)



#### GOAL #3

Increase resources to prevent opioid-related overdoses.

Indicator: Number of opioid-related overdose deaths (Brown County Medical Examiner)

#### ALIGNMENT WITH EXISTING STRATEGIES:

- STATE HEALTH IMPROVEMENT PLAN

SHIP priority area: Mental and emotional health and well-being

- HEALTHY PEOPLE 2030

Health conditions: Addiction, mental health and mental disorders

Health behaviors: Drug and alcohol use, tobacco use



# Assessment & Surveillance

## Brown County Community Health Improvement Plan (CHIP)

### FOCUS AREA #2 HEALTHY AND SAFE HOMES



#### Goal #1

Increase access to safe and affordable housing.

Indicator: Number of individuals experiencing unsheltered homelessness (Point-in-Time Count)

#### ALIGNMENT WITH EXISTING STRATEGIES:

- STATE HEALTH IMPROVEMENT PLAN

SHIP priority area: Social and community conditions, healthy housing

- HEALTHY PEOPLE 2030

Settings and systems: Housing and homes Social Determinants of Health: Neighborhood and built environment

### FOCUS AREA #3 PATHWAYS TO HEALTHCARE



#### GOAL #1

Help people get the right medical care when and where they need it. Indicator:

Percent of adults who did not see a doctor in the past 12 months when they needed to because they could not afford it (BRFSS)

#### ALIGNMENT WITH EXISTING STRATEGIES:

- STATE HEALTH IMPROVEMENT PLAN

SHIP priority area: Person- and community-centered health care

- HEALTHY PEOPLE 2030

Health conditions Health behaviors: Preventive care, vaccination Settings and systems: Health care, health insurance Social Determinants of Health: Health care access and quality



# Equity

## Health in All Policies (HiAP)

Health in All Policies is a collaborative approach to improving the health of all people by incorporating health considerations into decision-making across sectors and policy areas. This framework engages diverse governmental partners and stakeholders to work together to promote health, equity, and sustainability.



In 2024, DPHD hosted an MPH student from Medical College of Wisconsin. With the hard work and dedication of our student, Huda Ahmed, we began actively working towards a goal of “Health in All Policies” ordinance for the City of De Pere. Huda was successful in educating senior leadership and our Board of Health on HiAP and why it is important.

**POLICIES IMPROVE HEALTH**

- POLICIES PROVIDE THE FRAMEWORK FOR ACHIEVING HEALTHY ENVIRONMENTS.
- THEY AFFECT EVERYTHING, INCLUDING ACCESS TO HEALTHY FOOD, CLEAN WATER AND AIR, PHYSICAL ACTIVITY, HOUSING, JOBS, AND SCHOOLS.

**LOCAL SUCCESSES OF THIS FRAMEWORK IN PRACTICE**

- Adding Youth Membership to City Government Committees
- Urban Orchards
- Naloxone (Narcan) Boxes Installed
- Permanent Drug Drop Boxes
- Noise Ordinance Review/Revisions

*What is the Role of Public Health?*

- EDUCATE
- DEVELOP ONGOING CHANNELS FOR CROSS-DEPARTMENTAL COLLABORATION
- CREATE TOOLS TO ASSIST OTHERS TO CONSIDER HEALTH IN THEIR OWN POLICIES
- EXPLORE OPPORTUNITIES TO CONTINUE GOOD POLICY, SYSTEM AND ENVIRONMENTAL CHANGES TO IMPROVE HEALTH
- ASSESS POLITICAL WILL TO IMPLEMENT FORMAL HEALTH IN ALL POLICIES RESOLUTION/ORDINANCE



# Policy Development and Support



DPHD staff serve as the primary resource for establishing, maintaining, and developing basic public health policy recommendations that are evidence-informed.

## Influencing Policy through Coalitions for Collective Impact

### Staff Accountable



Chrystal

### Staff Actively Participating

Urban Orchard Team  
Performance Management Team  
ADRC Prevention Steering Committee  
NEWIC  
WALHDAB NE Region  
WALHDAB Board of Directors  
Beyond Health Steering Committee  
CD Surveillance



Sara

Emergency Management Team  
Event Planning Team  
NER PH Managers Meetings  
CHIP 2.1 Social Connections  
RTAC Board  
NEW HERC Board  
Safe Kids Coalition  
Brown County Breastfeeding Coalition  
Early Childhood Developmental  
Screening Team



# Policy Development and Support

## Influencing Policy through Coalitions for Collective Impact

### Staff Accountable

Danielle

### Staff Actively Participating

Wellness Team  
STI Workgroup  
NER HE Meeting  
APIC  
Brown Co. falls prevention coalition  
State falls prevention collaborative  
Brown County Suicide Prevention Coalition  
NE PH Nurse Network  
Brown Co. Coalition for Change  
CD Surveillance  
CHIP 2.1 Social Connections

Trista

Code Enforcement Team  
Safety Team  
Brown County Lead Coalition  
WALHDAB EH

Kelly

Social Media/Branding  
Team

# Financial Report



## Targets

	Budget	6 Month Actual	Year End Actual
Revenue	\$389,398	\$175,621	\$419,305
Expenditures	\$747,466	\$391,111	\$841,158
% tax levy funded			50%

## Revenue Breakdown

	Budget	6 Month Actual	Year End Actual
Public Health	\$1,400	\$200	\$525
Licensing/Permits	\$95,746	\$68,260	\$116,913
Health Grants	\$61,506	\$25,705	\$66,536
Weights/Measures	\$21,661	\$17,727	\$21,005
COVID 19 Grants	\$209,085	\$63,729	\$214,326

## Expense Breakdown

	Budget	6 Month Actual	Year End Actual
Personnel	\$666,050	\$307,674	\$634,328
Contractual	\$5,110	\$2,234	\$5,053
Supplies & Grant Exp.	\$76,306	\$81,203	\$201,777*
Capital	\$0	\$0	\$0

\*COVID grant revenue was budgeted in 2024, but not grant expenses



# CITY OF DE PERE

## MEMO

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To: Members of the Board of Health  
From: Chrystal Woller BSN, RN, MBA  
Meeting Date: May 12, 2025

Re: Communicable Disease Report 5.2025

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### **1/1/25-3/31/25 Summary:**

Compared to Q1 2024, chlamydia numbers were down (-19). It was an active respiratory and norovirus season with 6 outbreaks reported/investigated in LTCFs and schools but thankfully COVID hospitalizations were down (-2) and RSV hospitalizations were down (-1) compared to Q1 2024. Influenza hospitalizations were up (+3) compared to Q1 2024. Of other significance: confirmed carbon monoxide poisoning case was reported, this was an isolated incident. One LTBI case completed a full course of treatment through the health department (3HP weekly x12 weeks), there were no probable or confirmed pertussis cases.

-Respectfully submitted, Danielle Jauquet BSN, RN



## Disease Incidents by Episode Date

Jurisdiction: De Pere

		2025
Disease Group	Disease	Total
Adult Lead	<i>Group Total:</i>	1
Campylobacteriosis	<i>Group Total:</i>	2
Carbapenemase producing organisms	<i>Group Total:</i>	1
Carbon Monoxide Poisoning	<i>Group Total:</i>	1
Chlamydia Trachomatis Infection	<i>Group Total:</i>	9
Coronavirus	<i>Group Total:</i>	19
	CORONAVIRUS, NOVEL 2019 (COVID-19)*	17
	CORONAVIRUS, NOVEL 2019 (COVID-19) - ASSOCIATED HOSPITALIZATION	2
Influenza	<i>Group Total:</i>	147
	INFLUENZA*	132
	INFLUENZA-ASSOCIATED HOSPITALIZATION	15
Lyme Disease	<i>Group Total:</i>	2
Mycobacterial Disease (Nontuberculous)	<i>Group Total:</i>	1
Parapertussis	<i>Group Total:</i>	1
Pathogenic E.coli	<i>Group Total:</i>	1
RSV	<i>Group Total:</i>	29
	RESPIRATORY SYNCYTIAL VIRUS (RSV)*	21
	RESPIRATORY SYNCYTIAL VIRUS (RSV) - ASSOCIATED HOSPITALIZATION	8
Syphilis	<i>Group Total:</i>	2
Tuberculosis, Latent Infection (LTBI)	<i>Group Total:</i>	1
	TUBERCULOSIS, LATENT INFECTION (LTBI)	1
<i>Period Total:</i>		217

Default Filters: 'State' EQUAL TO 'WI'

Confirmed and Probable 1/1/25-3/31/25 \*only HOSPITALIZED flu, COVID, and RSV are reportable

Executed: 4/21/2025 12:47:16 PM

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# CITY OF DE PERE

## MEMO

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To: Members of the Board of Health  
From: Chrystal Woller BSN, RN, MBA  
Meeting Date: 5/12/2025

Re: Q1 Dashboard results

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The purpose of a Performance Management and Quality Improvement System is to provide a framework to guide program performance management (PM) and quality improvement (QI) activities at the City of De Pere Health Department. Effective performance management allows for monitoring of important trends in data related to the Department's systems, services, and processes, allowing for outcomes and improvements to be made and tracked over time related to efficiency, effectiveness, and resource allocation.


Staff have made a few minor edits to the tracking dashboard to align with current initiatives for the new year; however, the baseline numbers that were established in 2024 for the performance measures that have not changed.


Program Performance Measures						
	2025 Goal	Q1	Q2	Q3	Q4	YTD
<b>Administrative</b>						
Percent of staff who completed CPR training.	60%	0%	60%			60%
Percent of staff who completed professional development for at least one identified public health competency	100%	0%				0%
Percent of policies and procedures reviewed/ revised	100%	100%				100%
Percent of staff who completed the Performance Management and Quality Improvement annual training.	100%	0%				0%
<b>Emergency Preparedness and Response</b>						
Percent of staff compliant with required Incident Command System training based on their positions.	100%	100%				100%
Percent of staff whose profiles and emergency call ranking are reviewed for accuracy and updated in the PCA Portal.	100%	0%				0%
Percent of Wisconsin Emergency Assistance Volunteer Registry (WEAVR) members, within our Jurisdiction, responding to an exercise/drill within 48 hours.	50%	0%				0%
<b><u>Performance Measure - Foundational Public Health Service Areas (hyperlinked)</u></b>						
	2025 Goal	Q1	Q2	Q3	Q4	YTD
<b>Communicable Disease Control</b>						
Total number of children and adults who received a flu vaccine administered by DPHD.	206	0				0
Percent of City of De Pere 2 year-olds who are compliant with the 4:3:1:3:3:1:4 primary vaccine series (to include late up to date).	85%	77%				
Percent of animal bite incident reports addressed within 1 business day of receipt.	100%	100%				100%
Average Communicable Disease response time (from staging to nursing assignment) within 24-72 hours in accordance with state statute disease response parameters.	72 hrs	2				2

Chronic Disease & Injury Prevention						
Total number of unique individuals trained in Narcan administration.	100	0	24			
Percent of families who state YES to improved knowledge of car seat installation technique and resources	90%	100%				100%
Percent of eligible referrals that completed a home visit through the Steps to Safety Program (appropriate and not out of jurisdiction).	30%	N/A				
Percent of participants who implemented at least one fall reduction measure since starting Bingocize. (checked answers and/or true of those who answered)	90%	100%				100%
Percent of participants who rate their satisfaction with the quality of the Bingocize program as satisfied or very satisfied (checked of those who answered).	75%	86%				86%
Environmental Public Health						
Total number of short-term radon kits distributed for home testing.	90	53				53
Percent of children who received follow up for blood lead levels $\geq 3.5$ mcg/dL.	100%	n/a				0%
Percent of total DATCP/DSPS facilities inspected (routine inspection & pre-inspections).	100%	19%				19%
Total number of DATCP/DSPS inspections conducted (this data is based on a calendar year).	256	68				68
Staff capacity to meet inspection standards by FTE status (.8 FTE=224-256 inspections)	100%	19%				19%
Percent of complaints acknowledged within 5 business days of substantiated human health hazard complaint.	100%	100%				100%



 No referrals in Q1

 This includes pre-inspections as new establishments come in and change of owner. The preinspection counts as a routine inspection; therefore, denominator shifts. Schools are required to have 2 routine inspections per year

 At least one inspection per establishment. This will be higher due to including pre-inspections, school second inspections, complaints (other).

Maternal, Child & Family Health							
Total number of birth packets that are mailed to first time parents with resources and services.	225	58					58
Total number of parents that have been informed of the ASQ developmental screenings and provided free access to the assessment tool.	150	49					49
Outreach and Access to & Linkage with Clinical Care							
Total number of health related referrals made to community agencies.	30	15					15
Total number community engagement/outreach events provided for members of the De Pere community connecting to and/or providing essential/valued services.	120	44					44

Fee Revenue Collected by Program							
	2025 Goal	Q1	Q2	Q3	Q4	Total Revenue Collected	Percent of Goal
<b>Public Health / Environmental Health</b>							
General Public Health	\$420	\$120				\$120	29%
Food & Beverage Licenses	\$106,000	\$8,748				\$8,748	8%
Grants	\$112,790	\$15,112				\$15,112	13%
Weights & Measures	\$21,005	\$0				\$0	0%

2024 Organizational Goals & Objectives Progress Tracker				
	Q1	Q2	Q3	Q4
<b>Priority Area 1: Workforce Development</b>				
Goal 1, Objective 1: During 2025, each staff member will have at least a quarterly one-on-one to discuss challenges, successes, and professional development goals with their supervisor.	100%			
Goal 2, Objective 1: By December 31, 2025, review and revise the 2024 Workforce Development Plan.	0%			
<b>Priority Area 2: Strategic Plan</b>				
Goal 1, Objective 1: By December 31, 2025, collaboratively plan and approve a new strategic plan.	0%			

**Q1= Jan-March**

**Q2= April-June**

**Q3= July-September**

**Q4= October-December**

OUTREACH ACTIVITIES 2025 – QUARTER 1

ACTIVITY	LOCATION	START DATE/TIME	END DATE/TIME
Bingocize FIRST SESSION (1 of 19): Danielle & Jeana / All	De Pere Community Center (600 Grant St, De Pere, WI 54115)	Mon 1/6/2025 9:30 AM	Mon 1/6/2025 11:15 AM
Car Seat Clinic (Rescheduled from 1/9)	De Pere Fire Rescue (400 Lewis St, De Pere, WI 54115)	Tue 1/7/2025 9:30 AM	Tue 1/7/2025 11:00 AM
Bingocize (2 of 19): Kelly & Jeana	De Pere Community Center (600 Grant St, De Pere, WI 54115)	Wed 1/8/2025 9:30 AM	Wed 1/8/2025 11:15 AM
Bingocize (3 of 19): Sara & Jeana	De Pere Community Center (600 Grant St, De Pere, WI 54115)	Mon 1/13/2025 9:30 AM	Mon 1/13/2025 11:15 AM
LTBI DOT (3HP 600mg/750mg)-11 additional engagements (12 total)	De Pere Health Department (335 S Broadway, De Pere, WI 54115)	Tue 1/2025 1:00 PM	Tue 3/2025 1:30 PM
Bingocize (4 of 19): Kelly & Jeana	De Pere Community Center (600 Grant St, De Pere, WI 54115)	Wed 1/15/2025 9:30 AM	Wed 1/15/2025 11:15 AM
VFC Clinic Walk-In Wednesday (3rd)	De Pere Health Department (335 S Broadway, De Pere, WI 54115)	Wed 1/15/2025 2:30 PM	Wed 1/15/2025 4:30 PM
Library Picnic and Play	Brown County Library - De Pere (333 N Broadway, De Pere, WI 54115)	Thu 1/16/2025 10:15 AM	Thu 1/16/2025 11:45 AM
Bingocize (5 of 19): Danielle & Jeana	De Pere Community Center (600 Grant St, De Pere, WI 54115)	Wed 1/22/2025 9:30 AM	Wed 1/22/2025 11:15 AM
Bingocize (6 of 19): Sara & Jeana	De Pere Community Center (600 Grant St, De Pere, WI 54115)	Mon 1/27/2025 9:30 AM	Mon 1/27/2025 11:15 AM
Car Seat Clinic 4th Tuesday AM	De Pere Fire Rescue (400 Lewis St, De Pere, WI 54115)	Tue 1/28/2025 9:30 AM	Tue 1/28/2025 11:00 AM
Bingocize (7 of 19): Danielle & Jeana	De Pere Community Center (600 Grant St, De Pere, WI 54115)	Wed 1/29/2025 9:30 AM	Wed 1/29/2025 11:15 AM
FOX 11: Norovirus	Media	Thu 1/30/2025 1:30 PM	Thu 1/30/2025 2:00 PM
Bingocize (8 of 19): Kelly & Jeana	De Pere Community Center (600 Grant St, De Pere, WI 54115)	Mon 2/3/2025 9:30 AM	Mon 2/3/2025 11:15 AM
Bingocize (9 of 19): Danielle & Jeana	De Pere Community Center (600 Grant St, De Pere, WI 54115)	Wed 2/5/2025 9:30 AM	Wed 2/5/2025 11:15 AM
Bingocize (10 of 19): Danielle & Jeana	De Pere Community Center (600 Grant St, De Pere, WI 54115)	Mon 2/10/2025 9:30 AM	Mon 2/10/2025 11:15 AM
TG- Administer CFPM Exam	Conference Health Department	Mon 2/10/2025 2:30 PM	Mon 2/10/2025 5:00 PM
Bingocize (11 of 19): Kelly & Jeana	De Pere Community Center (600 Grant St, De Pere, WI 54115)	Wed 2/12/2025 9:30 AM	Wed 2/12/2025 11:15 AM

Library Picnic and Play	Brown County Library - De Pere (333 N Broadway, De Pere, WI 54115)	Thu 2/13/2025 10:15 AM	Thu 2/13/2025 11:45 AM
Car Seat Clinic 2nd Thursday PM	De Pere Fire Rescue (400 Lewis St, De Pere, WI 54115)	Thu 2/13/2025 3:00 PM	Thu 2/13/2025 4:30 PM
Bingocize (12 of 19): Sara & Jeana	De Pere Community Center (600 Grant St, De Pere, WI 54115)	Mon 2/17/2025 9:30 AM	Mon 2/17/2025 11:15 AM
Bingocize (13 of 19): Danielle & Jeana	De Pere Community Center (600 Grant St, De Pere, WI 54115)	Wed 2/19/2025 9:30 AM	Wed 2/19/2025 11:15 AM
VFC Clinic Walk-In Wednesday (3rd)	De Pere Health Department (335 S Broadway, De Pere, WI 54115)	Wed 2/19/2025 2:30 PM	Wed 2/19/2025 4:30 PM
Bingocize (14 of 19): Sara & Jeana	De Pere Community Center (600 Grant St, De Pere, WI 54115)	Mon 2/24/2025 9:30 AM	Mon 2/24/2025 11:15 AM
Car Seat Clinic 4th Tuesday AM	De Pere Fire Rescue (400 Lewis St, De Pere, WI 54115)	Tue 2/25/2025 9:30 AM	Tue 2/25/2025 11:00 AM
Bingocize (15 of 19): Danielle & Jeana	De Pere Community Center (600 Grant St, De Pere, WI 54115)	Wed 2/26/2025 9:30 AM	Wed 2/26/2025 11:15 AM
Bingocize (16 of 19): Kelly & Jeana	De Pere Community Center (600 Grant St, De Pere, WI 54115)	Mon 3/3/2025 9:30 AM	Mon 3/3/2025 11:15 AM
Bingocize (17 of 19): Kelly & Jeana	De Pere Community Center (600 Grant St, De Pere, WI 54115)	Wed 3/5/2025 9:30 AM	Wed 3/5/2025 11:15 AM
Car Seat Clinic 2nd Thursday PM (TENTATIVE RESCHEDULE)	De Pere Fire Rescue (400 Lewis St, De Pere, WI 54115)	Thu 3/6/2025 3:00 PM	Thu 3/6/2025 4:30 PM
Bingocize (18 of 19): Kelly & Jeana	De Pere Community Center (600 Grant St, De Pere, WI 54115)	Mon 3/10/2025 9:30 AM	Mon 3/10/2025 11:15 AM
Bingocize LAST (19 of 19): Danielle & Jeana / All	De Pere Community Center (600 Grant St, De Pere, WI 54115)	Wed 3/12/2025 9:30 AM	Wed 3/12/2025 11:15 AM
Rabies Presentation	Conference Health Department	Thu 3/13/2025 8:00 AM	Thu 3/13/2025 9:00 AM
VFC Clinic Walk-In Wednesday (RESCHEDULE)	De Pere Health Department (335 S Broadway, De Pere, WI 54115)	Wed 3/26/2025 2:30 PM	Wed 3/26/2025 4:30 PM