



# Board of Health

## Regular Meeting

335 South Broadway  
De Pere, WI 54115  
<http://www.de-pere.org>

### Agenda

**Monday, November 19, 2018**

**5:30 PM**

**De Pere City Hall Riverview Room**

Pursuant to Wisconsin Statutes 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 **November 19, 2018** at **5:30 PM** in the **De Pere City Hall Riverview Room, 335 S. Broadway, De Pere, WI 54115**.

1. Call to Order
2. Approval of 9-17-2018 meeting minutes
3. Presentation of Certificate for Successful Completion of Chapter 140 Review
4. Environmental Health Updates to include nuisance complaints/health hazards
5. Update on Sanitarian Position
6. Community Health Updates including quarterly disease report/outreach activities
7. Report on 11-8-2018 WALHDAB meeting
8. Public Comment on Matters not on the Agenda
9. Future Agenda Items
10. Adjournment

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

Agenda Sent To:

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

City of De Pere, Wisconsin



**Request For Board of Health Action**

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**MEETING DATE:** November 19, 2018

**DEPARTMENT:** Health Department

**FROM:** Deborah Armbruster

**SUBJECT:** Call to Order

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City of De Pere, Wisconsin



**Request For Board of Health Action**

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**MEETING DATE:** November 19, 2018

**DEPARTMENT:** Health Department

**FROM:** Deborah Armbruster

**SUBJECT:** Approval of 9-17-2018 meeting minutes

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**ATTACHMENTS:**

- 9.17.2018 BOH Minutes - for approval completed (PDF)

**BOARD OF HEALTH MEETING  
CITY OF DE PERE, WISCONSIN – September 17, 2018**

The Board of Health of the City of De Pere, Wisconsin met in regular session in the Riverview Conference room at City Hall, on Monday, September 17<sup>th</sup> at 4:30 p.m.

**1. Call to Order**

The meeting was called to order by Dennis Hibray at 4:41 pm.

**2. Roll Call**

Roll call was taken and the following members were present: Pat Finder-Stone, Casey Nelson, Dennis Hibray, and Ryan Jennings. Dr. Michael McHenry and Dr. Richard Erdman were absent. Also present were Deborah Armbruster, Dale Schmit and Kelly Burke. Public attendee was Amber Hughes (a nursing student).

**3. Approval of May 21, 2018 Meeting Minutes**

Pat Finder-Stone made a motion, seconded by Casey Nelson to approve the minutes of the May 21, 2018 Board of Health Meeting. Upon vote, motion passed unanimously.

**4. Review of Ordinance #18-17 Amending Section 106-2 De Pere Municipal Code Regarding Appeal/Review of License or Permit Denial and Suspension or Revocation of License.**

Debbie Armbruster talked to Judy in the City of De Pere Legal department regarding this issue because we had a facility we needed to close down. Debbie felt it was appropriate to have the Board of Health involved in these types of issues because the Board of Health is usually already aware of the problems occurring in the establishment. The City Council did approve the Board of Health to be the governing board over suspension and revocation of licenses. The Board of Health will need to call a special meeting to deal with these issues as they arise. Ryan Jennings questioned the wording in ordinance 18-17, section 106-2. He wanted to verify that this section only applied to the Weights & Measures and Health Department establishment licensures. Ryan Jennings will follow up with Judy regarding his concerns. Ryan Jennings made the motion to approve the ordinance. The motion was seconded by Pat Finder-Stone. Upon vote, the motion passed unanimously.

**5. Review and Approval of Fee Structure Changes for Licensed Establishments**

Debbie Armbruster reported that we are due to increase our fees for this program. Debbie reported that she felt a 2% increase was fair, but we had increased by 10% in the past. Our costs are currently \$16,000 above our revenue for this program. Debbie took into consideration other health department fees prior to proposing a 2% increase. Debbie will work with Dale Schmit on increasing productivity to reduce some of our cost. The Board discussed options of increasing a higher percent now, and then not having to

Attachment: 9.17.2018 BOH Minutes - for approval completed (7612 : Approval of 9-17-2018 meeting minutes)

increase again next year. Ryan Jennings made a motion to increase 5% and round up to the nearest dollar.

After an open discussion, it was decided that De Pere would implement an increase of 8% and round up to the nearest dollar. Ryan Jennings amended his motion to raise the fees by 8% and round up to the nearest dollar. Pat Finder-Stone seconded the motion. Upon vote, the motion passed unanimously.

#### **6. Review and Approval of Fee Structure for Weights and Measures Program**

Debbie Armbruster reported that De Pere's weights and measures fees were developed when Chrystal was Health Officer and were based on what the state charged back then, which was \$22 per scale. This does not take into consideration the complexity of the scale and the sealer's time. Debbie checked into other cities comparable to De Pere and no one uses our current fee structure. Debbie mimicked what Appleton was doing in developing the proposed fee structure. The new weights and measures fee structure will increase revenue by at least 10%. We are incorporating a processing fee which we did not have before. Our updated fee structure will include a more extensive device listing, therefore we may need to include definitions of the equipment with our cover letter to the businesses. We will need to investigate if businesses utilize some of the devices we inspect, such as electronic pill counters. Our weights and measures equipment is inspected yearly by the state lab. Dale Schmit reported that jewelry scales require a special testing kit, which he borrows from the state when needed. Casey Nelson made a motion to approve the fee schedule. Ryan Jennings seconded the motion. Upon vote, motion passed.

#### **7. Review and Approval of Policy and Protocol Update – Permits and Licensing**

Debbie reported that we needed to include the Bridges of Fox River Consortium language in our Permits and Licensing protocol. De Pere pays Menasha \$8,350 or its services, and De Pere pays the 10% owed to the state to Menasha. Menasha then sends one check to the state for the consortium. Casey Nelson made a motion to approve the updates. Pat Finder-Stone Seconded the motion. Upon vote, the motion passed.

#### **8. Review and Approval of Protocol Update – Blood Pressure Screening**

Debbie Armbruster reported that our old blood pressure protocol said to auscultate the pulses, but that is not current practice. We have a volunteer nurse doing blood pressure screenings who was an instructor at NWTC. She caught that this protocol needed updating. Casey Nelson questioned if we should include calling EMS in our protocol in the cases of medical emergency. Debbie will amend the protocol to include this. Ryan Jennings questioned the individual health education in the protocol. Debbie explained we give the clients pamphlets and that we do address diet, exercise, medications, etc., but not all at once. Debbie believes it is still to our advantage to continue these clinics because we do them in conjunction with the ADRC, which allows us to reach more people. We have been able to market our other programs through these screenings, such as our stay at home assistance program. Pat Finder-Stone moved to

approve the protocol with the additions Casey Nelson mentioned. Ryan Jennings seconded the motion. Upon vote, the motion passed.

**9. DRAFT 2019 Health Department Budget**

Debbie Armbruster asked if the Board had any recommendations on this budget. Dennis Hibray asked the time frame for Dale Schmit to be standardized. Dale explained it would probably be completed at the end of 2019. We are committed with Menasha until June 30, 2019 and our consortium contract can be renewed every year. Todd Drew will serve as our standard until Dale becomes standardized. Ryan Jennings questioned our budget discrepancy between 2018 and the proposed budget. This is due to Dale's salary being cut and Kelly's position wasn't filled yet for part of the budget. Dennis Hibray questioned page 29, a 7.4% change which has to do with Sara's activities. As far as the bottom line, our budget will be adjusted in certain areas. The Sanitarian and Health Director salaries will increase, but our total budget increase will be modest. We are no longer paying for employee flu vaccines and have cut down our medical expense budget. Debbie pointed out that mileage reimbursement will be an overage this year because mileage was not being applied to the grants as it should have been. Dennis Hibray questioned why it is titled "Health & Human Services". Debbie stated that is the way it always was. Dennis would like to see the title changed, since we do not provide Human Services. Debbie will relay this message. Casey Nelson made a motion to accept the budget as proposed. Ryan Jennings seconded the motion. Upon vote, the motion passed.

**10. DRAFT 2019 Board of Health Budget**

The budget decreased \$100 because it is not being used. It may be used for meetings the board members would like to attend.

**11. Verbal comments on outcome of 140 review**

Debbie Armbruster reported that at her WALHDAB meeting, Chris Culotta, the regional leader said he had a few excellent reviews, which we were part of. We will not have our letter from Karen McKeown for a couple months. The review went well. Dennis Hibray and Pat Finder-Stone were present at the review, which was great. The health department staff did excellent. Larry Delo and the Mayor were also present for part of the review. We will plan to have our certification presented at the City Council meeting. This review certifies us as a Level 2 Health Department for 5 years.

**12. Environmental Health Updates regarding Nuisance complaints/ Health Hazards**

Dale reported that we have had 7 additional nuisance complaints since our last meeting. The complaints have involved garbage in yards, chickens running free, noise, and animal waste. The noise one is not yet resolved. Dale participated in a 4-H video chat meeting with 30 people regarding food

safety. Dale also met with the County Fair food vendors of about 20 people. “Kickin’ It with the Cows” was twice as big as last year. The person in charge of food was new, so it was a little chaotic this year.

Success stories: We have had no further odor complaints on the worm farm composting since implementing the recommendations from the DNR. First United Presbyterian church started meals for people in need. Dale inspected them because they are now serving monthly and have exceeded the 3 public meals per year. Asian Buffet closed for a few days to clean everything up and the owner is doing well, just needs to remember to label everything when he dates it. A lot of time and education went into this establishment and the owners are now doing very well.

Dennis Hibray requested that Dale Schmit change the annual report to reflect the percent of establishments inspected during the year.

**13. Community Health Updates concerning staff trainings, community outreach, Communicable disease.**

The communicable disease report shows that chlamydia is the biggest issue in De Pere. Debbie reported that the mental health outreach is going great. We had 40 people at the first one. The psychiatric resident was excellent and her presentation was very engaging. People stayed after and asked questions. Congratulations to Casey Nelson for his work with this.

**14. Discussion of Board of Health Meeting time**

Dennis Hibray reported that Pat Finder-Stone has conflicting meetings tonight and for our next meeting. Our current meeting time is Monday at 5:15 pm. Many members are working during the day. Pat Finder-Stone questioned if the meeting need to remain on Mondays, or if we can switch evenings. Deb reported that Dr. Erdman works in Appleton, and cannot get here prior to 5:15 pm. Ryan questioned if we could send out a Google Doodle to take a poll of the best days and times for meetings. Kelly Burke will send out a Google Doodle to come up with future meeting times. Possible considerations would be having the doctors on a video conference call. Based on poll results, the board will determine the next meeting date. If we can’t find a common day and time that works for everyone, we will go back to our normal schedule of the 3<sup>rd</sup> Monday of the month. We can discuss it further at the next meeting.

**15. Public Comment on Items not on the Agenda**

No public comments were made.

**16. Future agenda items**

We will follow up on the Board of Health meeting dates and times at the next meeting.

**17. Adjournment**

Casey Nelson made a motion to adjourn the meeting. Ryan Jennings seconded the motion. The meeting adjourned at 6:12 pm.

Respectfully Submitted,  
Kelly Burke  
Health Department Office Assistant

Attachment: 9.17.2018 BOH Minutes - for approval completed (7612 : Approval of 9-17-2018 meeting minutes)

**City of De Pere, Wisconsin****Request For Board of Health Action**

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**MEETING DATE:** November 19, 2018

**DEPARTMENT:** Health Department

**FROM:** Deborah Armbruster

**SUBJECT:** Presentation of Certificate for Successful Completion of Chapter 140 Review

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Presentation of Certificate will be by Chris Culotta, NE Regional Director.

City of De Pere, Wisconsin



**Request For Board of Health Action**

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**MEETING DATE:** November 19, 2018

**DEPARTMENT:** Health Department

**FROM:** Deborah Armbruster

**SUBJECT:** Environmental Health Updates to include nuisance complaints/health hazards

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**ATTACHMENTS:**

- Board of Health Meeting11-19-18 (PDF)

**Board of Health Meeting****11-19-18****5:15 – 6:15 pm****2. Sanitarian Program Update**

1. Nuisance Complaints/Health Hazards(YTD) – 27 for 2018, 7 since 9/17/18 BOH Mtng
  - a. Miscellaneous Debris/Garbage in Yard Complaint (702 Voelker Street)
  - b. Noise Complaint(2191 American Drive, Millwood Industries)
2. Outdoor Festivals
  - a. SNC Days(September 22, 2018)
3. Success Stories

## City of De Pere, Wisconsin

**Request For Board of Health Action**

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**MEETING DATE:** November 19, 2018

**DEPARTMENT:** Health Department

**FROM:** Deborah Armbruster

**SUBJECT:** Update on Sanitarian Position

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2nd interviews are being held 11/13/2018 and then a decision on hiring will be made. More information may be available at the 11/19/2018 BOH meeting.

**City of De Pere, Wisconsin****Request For Board of Health Action**

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**MEETING DATE:** November 19, 2018

**DEPARTMENT:** Health Department

**FROM:** Deborah Armbruster

**SUBJECT:** Community Health Updates including quarterly disease report/outreach activities

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**ATTACHMENTS:**

- CD Report YTD 11-12-2018 (PDF)
- Health Department Outreach Activities September 2018 (PDF)
- Health Department conferences September - dec 2018 (PDF)

# Cumulative Report

6.a

Date Type: Closed

Date Range: 01/01/2018 to 11/12/2018

Incident Jurisdiction: De Pere

Health Jurisdiction: Health Jurisdiction

Outbreak Jurisdiction:

Transmission Status:

Resolution Status: Suspect, Zika+ Not A Case, Probable, Confirmed

Process Status:

Prepared By: WEDSS (Preparer's Title)

Telephone: 9885297959

Fax: 9848999801

| <u>Disease Name</u>                        | <u>Number of Incidents</u> |
|--------------------------------------------|----------------------------|
| CAMPYLOBACTERIOSIS                         | 5                          |
| CHLAMYDIA TRACHOMATIS INFECTION            | 67                         |
| CRYPTOSPORIDIOSIS                          | 5                          |
| CYCLOSPORIASIS                             | 3                          |
| E-COLI, SHIGA TOXIN-PRODUCING (STEC)       | 7                          |
| GIARDIASIS                                 | 5                          |
| GONORRHEA                                  | 4                          |
| HEPATITIS B, CHRONIC                       | 1                          |
| HEPATITIS C, CHRONIC                       | 3                          |
| LYME DISEASE (B.BURGDORFERI)               | 6                          |
| LYME LABORATORY REPORT                     | 5                          |
| MYCOBACTERIAL DISEASE (NON-TUBERCULOUS)    | 3                          |
| PERTUSSIS (WHOOPING COUGH)                 | 4                          |
| SALMONELLOSIS                              | 2                          |
| SHIGELLOSIS                                | 1                          |
| STREPTOCOCCAL DISEASE, INVASIVE, GROUP A   | 1                          |
| STREPTOCOCCAL DISEASE, INVASIVE, GROUP B   | 1                          |
| SYPHILIS, EARLY NON-PRIMARY, NON-SECONDARY | 1                          |
| SYPHILIS, PRIMARY                          | 1                          |
| SYPHILIS, UNKNOWN DURATION OR LATE         | 2                          |
| YERSINIOSIS                                | 1                          |

Information contained on this form or report which would permit identification of any individual has been collected with a guarantee that it will be held in strict confidence, will be used only for surveillance purposes, and will not be disclosed or released without the consent of the individual in accordance with Section 308(d) of the Public Health Service Act (42 U.S.C. 242m).

Date Type: Closed

Date Range: 01/01/2018 to 11/12/2018

6.a

Incident Jurisdiction: De Pere

Health Jurisdiction: Health Jurisdiction

Outbreak Jurisdiction:

Transmission Status:

Resolution Status: Suspect, Zika+ Not A Case,  
Probable, Confirmed

Process Status:

Prepared By: WEDSS (Preparer's Title)

Telephone: 9885297959

Fax: 9848999801

Attachment: CD Report YTD 11-12-2018 (7616 : Community Health Updates including quarterly disease report/outreach activities)

Information contained on this form or report which would permit identification of any individual has been collected with a guarantee that it will be held in strict confidence, will be used only for surveillance purposes, and will not be disclosed or released without the consent of the individual in accordance with Section 308(d) of the Public Health Service Act (42 U.S.C. 242m).

## Health Department Outreach Activities: September 2018 – November 2018

| DE PERE HEALTH DEPARTMENT OUTREACH ACTIVITIES ADDITIONAL - September 2018 |                                    |           |           |
|---------------------------------------------------------------------------|------------------------------------|-----------|-----------|
| Job/Activity                                                              | Name                               | Date      | Notes     |
| Blood Pressure Clinic                                                     | Donna - Volunteer                  | 9/5/2018  |           |
| Car Seat Installs                                                         | Erin and Sara                      | 9/6/2018  |           |
| QPR Presentation                                                          | Erin and Sara                      | 9/12/2018 |           |
| TOPS-Presentation on Diabetes                                             | Erin and Sara                      | 9/13/2018 |           |
| 140 Review with State DHS                                                 | Debbie, Sara, Erin, Kelly and Dale | 9/10/2018 |           |
| Be the Light Walk                                                         | Erin                               | 9/15/2018 |           |
| Blood Pressure Clinic                                                     | Sara                               | 9/19/2018 |           |
| Advanced Care Planning Presentation - Grapevine                           | Erin                               | 9/19/2018 |           |
| Car Seat Installs                                                         | Erin and Sara                      | 9/26/2018 |           |
| Mental Health Outreach- Depression                                        | Debbie, Casey Nelson<br>9/26/2018  |           | 31 people |
| De Pere Fire Open House                                                   | Erin and Sara                      | 9/29/2018 |           |

| DE PERE HEALTH DEPARTMENT OUTREACH ACTIVITIES ADDITIONAL - October 2018 |                           |                          |           |
|-------------------------------------------------------------------------|---------------------------|--------------------------|-----------|
| Job/Activity                                                            | Name                      | Date                     | Notes     |
| Mass Flu Clinic                                                         | Sara, Debbie, Kelly       | 10/4/2018                | 15 people |
| Blood Pressure Clinic                                                   |                           | 10/3/2018                |           |
| Mass Flu Clinic                                                         | Sara, Erin, Debbie, Kelly | 10/9/2018                | 43 people |
| Stay at Home Assistance Program                                         | Erin and Rod              | 10/10/2018               |           |
| TOPS - Breast Cancer Awareness                                          | Erin and Sara             | 10/11/2018               |           |
| Respiratory Fit Testing - POP for Fire Department                       | Sara                      | 10/1, 10/2,<br>10/4/2018 |           |
| Emergency Mgmt Tabletop Exercise                                        | Sara and Debbie           | 10/31/2018               |           |
| Menasha Health Dept Mass Flu Clinic                                     | Sara                      | 10/11/2018               |           |
| Mass Flu Clinic                                                         | Sara, Erin, Kelly         | 10/16/2018               | 58 people |
| Blood Pressure Clinic                                                   |                           | 10/17/2018               |           |
| Hepatitis B Clinic                                                      | Sara, Erin and Debbie     | 10/15/18 &<br>10/18/2018 |           |
| Mass Flu Clinic                                                         | Sara, Erin, Debbie, Kelly | 10/18/2018               | 69 people |
| Mass Flu Clinic                                                         | Erin, Debbie, Kelly       | 10/25/2018               | 33 people |
| Mental Health Outreach- Bi-polar                                        | Debbie, Casey Nelson      | 10/31/2018               | 11 people |

Attachment: Health Department Outreach Activities September 2018 (7616 : Community Health Updates including quarterly disease

**DE PERE HEALTH DEPARTMENT OUTREACH ACTIVITIES ADDITIONAL - November 2018**

| <b>Job/Activity</b>                       | <b>Name</b>   | <b>Date</b> | <b>Notes</b> |
|-------------------------------------------|---------------|-------------|--------------|
| Car Seat Installation Clinic              | Erin and Sara | 11/5/2018   |              |
| Library Picnic and Play                   | Sara          | 11/7/2018   |              |
| Blood Pressure Clinic                     | Erin          | 11/7/2018   |              |
| Community Car Seat Clinic                 | Erin          | 11/7/2018   |              |
| Library Storytime                         | Sara          | 11/8/2018   |              |
| TOPS Presentation at the Community Center | Erin and Sara | 11/8/2018   |              |

## Health Department Trainings and Conferences: September 2018 – November 2018

| DE PERE HEALTH DEPARTMENT TRAININGS/CONFERENCES/CE -September 2018 |                                    |                       |       |
|--------------------------------------------------------------------|------------------------------------|-----------------------|-------|
| Job/Activity                                                       | Name                               | Date                  | Notes |
| Vaccine Education Webinar                                          | Erin                               | 9/5/2018              |       |
| MCH Health Equity Objective                                        | Erin                               | 9/12/2018             |       |
| GETS/WPS Training                                                  | Sara, Erin, Debbie, Dale           | 09/17 &<br>09/18/2018 |       |
| 2018-19 Seasonal Flu Recommendations and Communications Messaging  | Erin & Debbie                      | 9/17/2018             |       |
| PHEP Q&A                                                           | Debbie and Sara                    | 9/4/2018              |       |
| WALHDAB                                                            | Debbie                             | 9/13/2018             |       |
| 140 Review Regional Meeting                                        | Debbie, Erin, Sara, Kelly and Dale | 9/10/2018             |       |
| Opiod Event at St. Norbert's                                       | Debbie and Pat F-S                 | 9/20/2018             |       |

| DE PERE HEALTH DEPARTMENT TRAININGS/CONFERENCES/CE -October 2018                     |                 |                      |       |
|--------------------------------------------------------------------------------------|-----------------|----------------------|-------|
| Job/Activity                                                                         | Name            | Date                 | Notes |
| WPHA webinar-Climate and Health:The Role of PHN'S                                    | Debbie and Erin | 10/3/2018            |       |
| WEDSS                                                                                | Erin            | 10/8/2018            |       |
| MCH Learning Community Call Trauma, Suicidality, and Resilience                      | Debbie and Erin | 10/15/2018           |       |
| Foodborne Outbreak Investigation and Response Team Roles and Responsibilities Part A | Debbie          | 10/15/2018           |       |
| Weights and Measures Annual Conference                                               | Dale            | 10/8 -10/10/2018     |       |
| Foodborne Outbreak Investigation and Response Team Roles and Responsibilities Part B | Debbie          |                      |       |
| Wisconsin STD Summit                                                                 | Erin            | 10/17-10/18/2018     |       |
| Lead Refresher Course                                                                | Sara and Dale   | 10/3/2018            |       |
| PHEP Q&A                                                                             | Sara and Debbie | 10/2/18 and 10/30/18 |       |

Attachment: Health Department conferences September - dec 2018 (7616 : Community Health Updates including quarterly disease

| <b>DE PERE HEALTH DEPARTMENT TRAININGS/CONFERENCES/CE -November 2018</b> |                                 |                 |              |
|--------------------------------------------------------------------------|---------------------------------|-----------------|--------------|
| <b>Job/Activity</b>                                                      | <b>Name</b>                     | <b>Date</b>     | <b>Notes</b> |
| HopeSquad Training                                                       | Erin                            | 11/1/18-11/2/18 |              |
| Human Trafficking: From an STI Follow-Up Perspective - Webinar           | Erin                            | 11/5/2018       |              |
| Workplace Behavior Training                                              | Debbie, Dale, Erin, Sara, Kelly | 11/2/2018       |              |
| WEDSS admin/SU 2018 Monday meetings                                      | Erin                            | 11/12/2018      |              |
| PHEP Q&A                                                                 | Debbie                          | 11/13/2018      |              |

Attachment: Health Department conferences September - dec 2018 (7616 : Community Health Updates including quarterly disease

City of De Pere, Wisconsin



**Request For Board of Health Action**

---

**MEETING DATE:** November 19, 2018

**DEPARTMENT:** Health Department

**FROM:** Deborah Armbruster

**SUBJECT:** Report on 11-8-2018 WALHDAB meeting

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**ATTACHMENTS:**

- WALHDAB MINUTES November 2018 (PDF)



## Wisconsin Association of Local Health Departments and Boards

### NORTHEAST REGIONAL MEETING MINUTES

Thursday November 8, 2018

9:30 a.m. – 2:30 p.m.

Liberty Hall  
Kimberly, WI

Attendance: See attached.

Business meeting called to order at 1:53 p.m. by Patti Wohlfeil, Regional Chair

#### 1. Agenda

Motion to approve the agenda from Kurt Eggebrecht and seconded by Nancy McKenney. Motion carried.

#### 2. Secretary's Report

Minutes provided by Cindy Kinnard via email and were sent out with the meeting agenda by Mary. Motion to approve secretary's report by Kathy Munsey and seconded by Eric Krawczyk. Motion carried.

#### 3. Treasurer's Report

- No treasurer's report was available this month.

#### 4. Regional Representative's Report –Cindy Kinnard

- Our last meeting was held in person on October 12. Karen McKeown, Chuck Warzecha, and Mimi Johnson were present. Most items covered at the meeting were also discussed earlier today including communicable disease funding, Title X funding,
- Legislative priorities were discussed.
- The state will try to provide local health departments with information and talking points for the legalization of marijuana issue. A good resource can be found under the Tennessee Department of Health Advisory.
- The OPPA office will be hiring for a 140 Coordinator and a Nurse Coordinator.
- They will look into offering Board of Health webinars on various topics including the 140 Review and its importance. Each if the webinars would be about 10 minutes in length.
- Wind turbines were discussed. The need for the state to back local health officers was discussed. They stated they would be there to provide the science behind that conversation but may not be able to be the person beside the health officer on controversial issues.
- The next meeting will be a phone conference on December 14.
- Mary Dorn did ask that at the next State WALHDAB meeting if we could bring up the topic of public health council appointments to see they there are suggestions for future council partners.

#### 5. Joint PA Committee report -- Mary Dorn

***WALHDAB is the statewide leader for local governmental public health.***

Attachment: WALHDAB MINUTES November 2018 (7617 : Report on 11-8-2018 WALHDAB meeting)

- The priorities for future legislation really built in social determinants for the upcoming cycle. Some of these priorities may be outside of the comfort level of local public health.
- Mary encouraged each member to get out and meet with newly voted in officials.
- Discussion took place of the appointed positions within the Department of Health and those individuals will most likely change in January.

## 6. Committee Reports:

### **SLOT- Kathy Munsey**

- Kathy did send out the new minutes. Please not the Docu-sign discussion. Docu-sign electronic signature system has been adopted with DPH to ensure contracts are signed in a timely manner. Right now this is affecting all non-consolidated contracts. Note this process may be handled differently in each local health department depending on who needs to sign within the county structure.

### **MCH – Mary Dorn**

- They are currently going through a reorganization.
- They plan to do a survey to local health departments in the upcoming weeks. Watch for this to come shortly.
- They recently discussed the Community of Practice and the addition of new subgroups. They are hoping to add parents to this committee.

### **Immunization – Tina Sullivan**

- Minutes have been posted on the WALHDAB website. Nothing new to report.

### **Environmental Health - Doug Gieryn**

- Minutes have been sent out by Doug. Nothing new to report.

### **Public Health Preparedness Leadership – vacant**

- This advisory committee has not met

### **Prevention Block Grant – Nancy McKenney**

- Minutes were sent out this week.
- Finalization of 2019 contracts is nearly complete.
- Advisory Committee has asked for suggestions on how to collect feedback from health departments in regard to the contract negotiation process.
- Kurt has suggested adding a representative of the UW Population Health Institute's MATCH Program to this advisory committee.

### **Public Health Council – Mary Dorn**

- Only at one half of our council appointments. Will be looking for re-appointments of 13 members. This will need to wait until the change of governor takes place.

***WALHDAB is the statewide leader for local governmental public health.***

- Will look to WALHDAB to make suggestions for PH council partners...possibly a local hospital. This will be brought to the next State WALHBAD meeting in December.

#### **7. Old Business:**

- Nothing new to report

#### **8. New Business:**

- Was asked to create a Funding Opportunity Wish list for MIMI Johnson
  - ✓ Bring back the Staffing / Finance Survey with clear definitions added. They could use NACCHO definitions.
  - ✓ Build sections into Sharepoint for each Bureau (i.e.: Funding / Grant Opportunities)

Motion made to adjourn the meeting by Kurt Eggebrecht and seconded by Doug Gieryn.  
 Motion  
 carried. Adjournment at 2:20 p.m.

Respectfully Submitted,  
 Cindy Kinnard, RN, BSN  
 Kewaunee County Health Department

City of De Pere, Wisconsin



**Request For Board of Health Action**

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**MEETING DATE:** November 19, 2018

**DEPARTMENT:** Health Department

**FROM:** Deborah Armbruster

**SUBJECT:** Public Comment on Matters not on the Agenda

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City of De Pere, Wisconsin



**Request For Board of Health Action**

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**MEETING DATE:** November 19, 2018

**DEPARTMENT:** Health Department

**FROM:** Deborah Armbruster

**SUBJECT:** Future Agenda Items

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**City of De Pere, Wisconsin****Request For Board of Health Action**

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**MEETING DATE:** November 19, 2018

**DEPARTMENT:** Health Department

**FROM:** Deborah Armbruster

**SUBJECT:** Adjournment

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