

**BOARD OF HEALTH MEETING
CITY OF DE PERE, WISCONSIN – November 19, 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, November 19th at 5:30 p.m.

1. Call to Order

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

Roll Call

Roll call was taken and the following members were present: Casey Nelson, Dennis Hibray, Ryan Jennings. And Dr. Michael McHenry. Dr. Erdman arrived at 5:38 pm. Also present were Deborah Armbruster and Kelly Burke. Pat Finder-Stone was absent. Public attendees were Chris Culotta and Erica Huettl (nursing student).

2. Approval of September 17, 2018 Meeting Minutes

Casey Nelson made a motion, seconded by Dennis Hibray to approve the minutes of the September 17, 2018 Board of Health Meeting. Dennis Hibray questioned the follow up on “Human Services” in the Health Department title and Deborah Armbruster responded that the issue was taken care of and it has been removed from our department name. Upon vote, motion passed unanimously.

3. Presentation of Certificate for Successful Completion of 140 Review

Chris Culotta Regional Director of the Northeast Region of the Department of Health Services and the Division of Public Health, reported that the 140 review process we went through was a minimum compliance audit. This is required every 5 years. The De Pere Health Department first submitted level 1 documentation which is required by all Health Departments. The information provided by the De Pere Health Department was put in Sharepoint and was reviewed by specialists in that area. For example, someone from the lead program reviewed De Pere’s lead data, someone from immunization reviewed De Pere’s immunization data, etc. The second part of the review was the level 2 data. A level 2 department requires 7 programs and services. At De Pere’s review, the Mayor and City administrator were present as well as Dennis Hibray and Pat Finder-Stone. Chris reported that Debbie and her staff are doing many things very well. De Pere did very well on prevention efforts and policy and procedures. De Pere has some fantastic partnerships identified. Recommendations were given as part of the review process. Chris Culotta reported that he appreciated having the staff and additional attendees present. Chris Culotta presented the 140 review certificate to the De Pere Board of Health. The Certificate was signed on October 5, 2018, so De Pere’s next review will need to be completed 5 years from that date.

4. Environmental Health Updates to include nuisance complaints/ health hazards

Debbie Armbruster reported that there was no additional information to add to the information in the packet

5. Update on Sanitarian Position

Debbie Armbruster reported that we selected a candidate and the reference check was good. Derrick was working on the background check today. The physical should be done next week and we hope to have a final offer next Friday. The candidate needs to give a 2 week notice, so we are hoping for a start date in December. Our new hire should be able to be standardized in a few months. We still have the Bridges of Fox River Consortium in place, which can be terminated with a 30 day notice.

6. Community Health Updates including quarterly disease report/outreach activities

Debbie stated that the information provided in the packet is inclusive of outreach and communicable disease numbers. The only disappointment is that we didn't get as many people for the flu shot clinics that we hoped to. We had added a clinic this year and extended hours hoping to get more people. We are hoping to do a mass clinic for all ages with preparedness dollars next year, possibly at the community center. Casey Nelson questioned our vaccination rates for influenza in the city. Debbie will find out those rates. Dr. Erdman questioned if the City required mandatory vaccinations for employees. It does not. The City of De Pere does provide free flu vaccines for city staff who want it.

7. Report on 11-8-2018 WALHDAB meeting

Debbie Armbruster reported That Karen McKeown will probably not be the State Health Officer because of the change of Governor. The meeting talked about the changes to the 140 review. Debbie is on the 140 workgroup committee. The review process will be less based on the number of programs and more on the extent of involvement in the programs.

8. Public Comment on Items not on the Agenda

No public comments were made.

9. Future agenda items

Debbie reported that Pat Finder-Stone would like the meeting times to be discussed at the next meeting. Pat may prefer morning meetings. Dennis Hibray stated he would not want our meetings to be on a time confinement because members will need to leave for work. Mornings would be tough for the working membrs. Dennis Hibray feels 5:30pm works well for the doctors coming from work. Dr. Erdman, Casey Nelson, and Dr. McHenry are happy with the 5:30 pm start time. Dennis Hibray made a motion to keep our meeting start times at 5:30pm for the dates and months we have established. Casey Nelson seconded the motion. Upon vote, the motion passed unanimously.

Debbie stated that the Health Department is writing for a number of grants. She will have an update at the next meeting.

Casey Nelson reported that the Sustainability Commission is approved. There will probably be some health aspects involved with it. Pat Finder-Stone is on the commission with Casey. They will start meeting the beginning of the year. Debbie will add this as an agenda item for the Board of Health meetings.

Our next Board of Health meeting will be in March and will include our annual report. The entire Health Department staff will be in attendance, including the new Sanitarian.

Ryan Jennings reported that the 54218 program in Green Bay is reorganized as an organization called Wello. Ryan questioned if there was a way to engage with them on community interaction. Debbie Armbruster reported that Wello is an organization that parallels the Beyond Health steering committee. Beyond Health is seeing if there is a way to collaborate with them, but at this time that has not happened.

10. Adjournment

Dennis Hibray made a motion to adjourn the meeting. Casey Nelson seconded the motion. The meeting adjourned at 6:15 pm.

Respectfully Submitted,
Kelly Burke
Health Department Office Assistant