



Board of Health

335 South Broadway

Regular Meeting

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

Agenda

Monday, November 18, 2013	5:15 PM	De Pere City Hall Riverview Room
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Pursuant to Wisconsin Statutes 19.84, Notice is hereby given to the public that a Regular Meeting of the **Board of Health** of the City of De Pere will be held on **November 18, 2013** at **5:15 PM** in the **De Pere City Hall Riverview Room, 335 S. Broadway, De Pere, WI 54115.**

1. Call to Order
 1. Roll Call
2. Items
 1. Approval of the September 16, 2013 Meeting Minutes
 2. Consideration of MOU Regarding Local Preparedness Coordinator Services
 3. YTD Communicable Disease Report
 4. YTD Department Activity Report
 5. 2014 Consolidated Contract Update
 6. Agent Status Update
 7. Strategic Planning 2014
3. Public Comment on matters not on agenda
4. Future agenda items
5. 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.

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

City of De Pere, Wisconsin

**Request For Board of Health Action**

MEETING DATE: November 18, 2013

DEPARTMENT: Health Department

FROM: Chrystal Woller

SUBJECT: Approval of the September 16, 2013 Meeting Minutes

ATTACHMENTS:

- 09-16-13 BOH Minutes (DOC)

**BOARD OF HEALTH MEETING
CITY OF DE PERE, WISCONSIN – September 16, 2013**

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 16, 2013 at 5:15 p.m.

I. Mike Donovan called the meeting to order at 5:15pm.

1. Roll call was taken and the following members were present: Mike Donovan, Rosa Coenen, Pat Finder-Stone, Jim Kneiszel, and Dr. Michael McHenry. Also present were Chrystal Woller, Health Officer, Dr. Richard Erdman and Julie Switzer. City Administrator Larry Delo was also present.

2. Dr. Michael McHenry made a motion, seconded by Jim Kneiszel, to approve the minutes of the May 20th, 2013 Board of Health Meeting. Upon vote motion passed unanimously.

3.

1. Review and Approve Draft Weights and Measures Ordinance/Fee Structure 2013-2014

Because of the State taking over the Weights and Measures program, and the cost to the Health Department, we are able to invoice the De Pere establishments to cover the cost of the program. The amount billed may not exceed the amount that is paid to the state, and is based on the number of devices in each establishment. The ordinance needs to be revised to reflect these changes. Pat Finder-Stone made a motion, seconded by Rosa Coenen to approve these changes. Motion passed unanimously.

2. Review and Approve Draft Ordinance Health Department Licensing of Certain Establishments

The Health Department is not currently an agent of the state; therefore the ordinance is no longer applicable. Pat Finder-Stone made a motion seconded by Rosa Coenen to repeal this ordinance. Motion passed unanimously.

3. Chrystal explained the Health Department Budget which lists the mission and services provided to the community. There were changes made in the performance measures, narrative was changed and the outputs were condensed. The Sanitarian position is in the budget for a 9 month period. Larry Delo explained that the position is in the executive budget as of now, but is not finalized until it goes before the city council. Motion was made by Rosa Coenen, seconded by Dr. McHenry to send budget to council for approval. Motion passed unanimously.

4. Review and Approve MOU's with WI Women's Health Foundation and 2-1-1: Get Connected

There are no changes in the MOU's, they are simply being updated with Chrystal Woller's name as the Health Officer. Dr. McHenry made a motion, seconded by Jim Kneiszel to approve these MOU's. Motion passed unanimously.

5. Staffing Update

A full time nurse will be starting for the Department on October 7th.

6. YTD Activity Report

Activity in the department for August normal.

7. YTD Communicable Disease Report

There were 63 total reportable diseases in August. 43% were Chlamydia. CD Report was not included in the packet. There was discussion of disclaimer on bottom of CD report. Chrystal will follow up with the state to clarify the meaning of the disclaimer.

8. Community Health Improvement Process

Chrystal handed out the CHIP Executive Summary Brochure. As staffing improves, the department will be more involved in the CHIP meetings.

9. Immunization Program Updates

Immunization rate for De Pere is 84%. Because of the 317 changes in October there has been a 35% reduction in the vaccines given in the department. There will be a flu clinic on October 3rd from 3:30-5:30pm at the Community Center. Because it will be considered a mass clinic as part of our emergency preparedness activities we can serve anyone from any jurisdiction at this clinic.

10. Future Meeting dates

November 18, 2013

II. PUBLIC COMMENT – NA

III. FUTURE AGENDA ITEMS – NA

IV. ADJOURNMENT

Upon motion by Dr. McHenry, seconded by Jim Kneiszel, the Board of Health unanimously adjourned at 6:00pm.

Respectfully Submitted,
Julie Switzer
Health Department Secretary

City of De Pere, Wisconsin

**Request For Board of Health Action**

MEETING DATE: November 18, 2013

DEPARTMENT: Health Department

FROM: Chrystal Woller

SUBJECT: Consideration of MOU Regarding Local Preparedness Coordinator Services

ATTACHMENTS:

- MEMO MOU Local Preparedness (DOC)
- MOU Local Preparedness DePere and Oneida 11-7-13 (DOC)

MEMO

To: Board of Health
From: Chrystal Woller, Health Officer/Director
Subject: MOU Preparedness
Date: November 11, 2013

Attached you will find a copy of a revised Memorandum of Understanding from Brown County. The purpose of the agreement is to document the funding mechanism for sharing local grant-funded public health preparedness coordinator(s) between De Pere Health Department, Oneida Community Health Center and Brown County Health Department. The position assures that grant objectives are met and enhances the preparedness capacities for the communities served.

**MEMORANDUM OF UNDERSTANDING
FOR LOCAL PREPAREDNESS COORDINATOR SERVICES
AMONG
BROWN COUNTY HEALTH DEPARTMENT,
DE PERE HEALTH DEPARTMENT AND ONEIDA COMMUNITY HEALTH**

This agreement is made and entered into on this 10th day of September, 2013 among the Brown County Health Department, with its offices located at 610 S. Broadway, Green Bay, Wisconsin, 54303, De Pere Health Department, with its offices located at 335 S. Broadway, DePere, Wisconsin 54115, and Oneida Community Health Center, with its offices located at 525 Airport Drive, Oneida, Wisconsin 54155, (collectively known as "Agencies").

The purpose of this agreement is to document the funding mechanism for sharing local grant-funded public health preparedness coordinator(s). The position(s) ensure(s) that local public health preparedness grant objectives are met and enhance(s) the preparedness capacity for communities served by the Brown County Health Department, De Pere Health Department, and Oneida Community Health Center.

Brown County Health Department Agrees to:

- Employ full-time, grant-funded coordinator(s) as determined by the three Agencies' Health Officers, whose purpose(s) is/are to develop / implement local public health preparedness programs for Brown County, the City of De Pere and Oneida tribal jurisdictions, with direction / input from the Health Officers of these jurisdictions.
- Provide supervision, office space and necessary equipment for the employee(s).
- Submit a monthly invoice to De Pere Health Department for 18% of the coordinator(s) related expenses and answering service expenses. This is based on the De Pere Health Department grant award percentage of the local preparedness allocation combined for the three Agencies.
- Submit a monthly invoice to Oneida Community Health Center for 16% of the coordinator(s) related expenses. This is based on the Oneida Community Health Center grant award percentage of the local preparedness allocation combined for the three Agencies.

De Pere Health Department and Oneida Community Health Center Health Officers Agree to:

- Meet on a regular basis with the coordinator(s) to insure that the preparedness grant objectives for the jurisdictions served by the City of De Pere and Oneida Tribe are being addressed by the coordinator(s).
- Meet regularly with the Brown County Health Department Health Officer and the coordinator(s) to plan, collaborate and exchange information related to preparedness grant objectives.
- Upon receipt of the monthly invoice, pay the requested amount for salary, fringe benefits and related costs of the coordinator(s) and preparedness program in addition to any expenses incurred by the coordinator(s) for the sole benefit of the specific agency.
- Provide feedback to the staff supervisor (Brown County Health Department Director) regarding the staff performance on behalf of the De Pere Health Department and Oneida Community Health Center.

DISPUTE RESOLUTION:

- (a) Negotiation. If either party believes the other has failed to comply with the requirements of this Agreement, or if a dispute arises over the proper interpretation of any provisions of this Agreement, then either party may initiate negotiation by serving a written notice on the other identifying the specific provision or provisions of this Agreement in dispute and specifying in detail the factual basis for any alleged non-compliance and/or the interpretation of the provision of this Agreement. Within thirty (30) days of service of such notice, representatives designated by each party shall meet in an effort to resolve the dispute through negotiation.
- (b) Mediation. If either party believes the other has failed to comply with the requirements set forth in this Agreement, or if there is a dispute over the proper interpretation of any provision of this Agreement, the Parties may agree in writing to settle the dispute by non-binding mediation.
- (c) Arbitration. If a dispute is not resolved within ninety (90) days of service of notice as provided for in Subsection (a) above, either party may serve on the other a written demand for arbitration, and the dispute shall thereafter be resolved by arbitration which shall be conducted in conformance with the rules set forth below and such other rules as the Parties may in writing agree.
 - (i) Arbitration Panel. Each party shall appoint one arbitrator. The two party-appointed arbitrators shall then appoint a third arbitrator, and the three arbitrators shall constitute the panel.

- (ii) Cost of Arbitration. The cost of arbitration shall be borne equally by the Parties, with one-half (1/2) of the cost charged to the Tribe and one-half (1/2) of the cost charged to the County, and each shall bear its own expenses.
- (d) Limited Waiver of Immunity. The County and the Tribe specifically waive sovereign immunity and consent to suit in Brown County Circuit Court solely for the limited purposes of compelling arbitration in accordance with the provisions of this Agreement or enforcement of any arbitration award rendered pursuant to this Agreement.

INDEMNIFICATION:

Each party shall indemnify, defend and hold harmless the other (and the others' officers, managers, members, assigns, agents and employees) from and against all liabilities, injuries, damages, costs or expenses (including reasonable attorney's fees) payable or paid by the indemnified party to a third party as a result of a breach or alleged breach by the indemnifying party of its obligations under this Agreement or as a result of any negligence or claimed negligence of the indemnifying party.

NOTICES:

Any and all notices and demands shall be in writing delivered in person or by first class mail, registered or certified, postage paid, return receipt requested and addressed to the appropriate party as follows:

Brown County Health Department
 Attn: Judy Friederichs, Director
 610 S. Broadway Street
 Green Bay, WI 54303
 (920) 448-6404
Friederichs_ja@co.brown.wi.us

De Pere Health Department
 Attn: Chrystal Woller, Health Officer
 335 S. Broadway
 De Pere, WI 54115
 (920) 339-4054
cwoller@mail.de-pere.org

Oneida Community Health Center
 Attn: Eric Krawczyk, Health Officer

525 Airport Drive
Oneida, WI 54155
(920) 869-4812
ekrawczy@oneidanation.org

All other correspondence shall be addressed as above, but may be sent by "Regular Mail" and deemed delivered upon receipt by the addressee. The above addresses may be changed at any time by the party giving notice in writing to the other party in the manner provided above.

AMENDMENTS:

This agreement is the entire agreement between the undersigned parties and shall only be modified, changed or amended in writing and signed by duly authorized representatives of each party, which amendment expressly states that it is the intention of the parties to amend this agreement.

SEVERABILITY:

The provisions of this agreement are severable and if any provision is found to be invalid, unenforceable, or void by a court of competent jurisdiction, the remainder of the agreement shall remain in full force and effect and shall not be affected, impaired or invalidated unless the effect of holding the provision invalid, unenforceable or void defeats the entire purpose of the agreement.

CONSTRUCTION:

All parties have contributed to the drafting of this agreement. In the event of a controversy, dispute or contest over the meaning, interpretation, validity or enforcement of this document or any of its terms or conditions, there shall be no inferences, presumption or conclusion drawn whatsoever against any party by virtue of that party having drafted the document or any portion thereof.

SIGNATURE AUTHORITY:

The persons signing this agreement warrant that they have been authorized to enter into this agreement by and on behalf of their respective parties and that they have full and complete authority to bind their respective parties by executing this agreement.

This agreement is effective upon the date of the last signature and shall remain in effect for five (5) years. Any party may terminate their participation in the agreement at any time for any reason by providing thirty (30) days advance written notice to all other parties.

This agreement may be renewed, amended or extended by written mutual agreement.

Chrystal Woller Date
De Pere Health Department Health Officer

Eric Krawczyk Date
Oneida Community Health Center Health Officer

Judy Friederichs Date
Brown County Health Department Health Officer

Troy Streckenbach Date
Brown County Executive

Most recent review: 11/13
Next review: 11/18

City of De Pere, Wisconsin

**Request For Board of Health Action**

MEETING DATE: November 18, 2013
DEPARTMENT: Health Department
FROM: Chrystal Woller
SUBJECT: YTD Communicable Disease Report

ATTACHMENTS:

- BOH Communicable Disease Report YTD (PDF)

BOH Communicable Disease Report YTD

Disease Name	Number of Incidents
Campylobacter	7
Chlamydia	39
Cryptosporidiosis	3
Giardiasis	2
Gonorrhea	3
Hepatitis A	1
Hepatitis C	3
Influenza Associated Hospitalization	9
Legionellosis	1
Lyme Disease	2
Mycobacterial Disease (Non-TB)	3
Pertussis (Whooping Cough)	2
Salmonellosis	1
Streptococcal Disease (Invasive Group B)	1
Streptococcus Pneumoniae, Invasive Disease	1
Tuberculosis, Latent Infection (LTBI)	6
Varicella	1

Attachment: BOH Communicable Disease Report YTD (1540 : YTD Communicable Disease Report)

City of De Pere, Wisconsin

**Request For Board of Health Action**

MEETING DATE: November 18, 2013
DEPARTMENT: Health Department
FROM: Chrystal Woller
SUBJECT: YTD Department Activity Report

ATTACHMENTS:

- 2013 Activity Report (XLSX)

2013 Year to Date Activity Report

2.4.a

Activities	1st	2nd	3rd	4th	Total
Restaurant Inspection	6	0	0	0	6
Restaurant Complaint Foodborne Illness	1	0	0	0	1
Restaurant Complaint Non-Foodborne Illness	0	0	0	0	0
Restaurant Follow-up	0	0	0	0	0
Tavern	2	0	0	0	2
Retail Inspection	3	0	0	0	3
Retail Complaint	0	0	0	0	0
Retail Follow-up	0	0	0	0	0
School Inspection	0	0	0	0	0
Hotel/Motel Inspection	0	0	0	0	0
Campground Inspection	0	0	0	0	0
Swimming Pool Inspection	0	0	0	0	0
Monthly Pool Report Review	14	0	0	0	14
Pre-inspection(open)	1	0	0	0	1
Pre-inspection(prior to opening)	2	2	0	0	4
Temporary Restaurant Inspection	0	0	0	0	0
Temporary Retail Inspection	0	0	0	0	0
Temporary Prep by hour	0	0	0	0	0
Temporary Food Pesentation	0	0	0	0	0
Educational Presentations	0	0	0	0	0
Tattoo Parlor	0	0	0	0	0
Enforcement Action	0	0	0	1	1
W & M Inspection	1	0	0	0	1
W & M Complaint	0	0	0	0	0
W & M Follow-up	0	0	0	0	0
Inquiry/Information Requests	38	178	99	35	350
Mold Issues	0	0	4	1	5
Rabies	0	1	0	0	1
Complaints	0	0	0	0	0
Animal	0	0	1	2	3
Garbage	0	0	1	0	1
Landlord/Tenant	1	2	3	3	9
Health Hazard	0	1	3	1	5
Noise	1	0	1	2	4
Dog Bites	0	3	7	0	10
Cat Bites	0	0	0	0	0
Other Animal Bites	0	0	0	0	0
Radon Kits Dispensed	14	3	1	2	20
Radon Follow up	0	0	0	0	0
Radon Consultations	7	1	0	1	9
Meetings/Conferences	2	5	2	0	9
Lead Investigation (5-9)	0	0	0	0	0
Lead Investigation (10+)	0	0	0	0	0
Carseat Check (Prenatal)	10	0	0	0	10
Carseat Check (Birth-8 years)	11	0	0	0	11
MCH Home Visit (0-2 months)	0	2	4	4	10
Written Contact	69	83	73	8	233
Phone Contact	4	4	0	0	8
MCH Home Visit (3 months +)	0	4	11	3	18
TB Skin Tests	9	1	14	50	74
Latent TB Patient Contacts	0	9	11	0	20
Blood Pressure Clinics	12	12	13	5	42
Number of Screenings	91	111	149	52	403
Unduplicated	18	7	8	1	34
Communicable Disease Investigation	26	20	26	0	72
Immunization Clinics	10	11	12	6	39
Vaccine Donations	11	3	3	2	19
Bulletin Boards	0	0	0	0	0
Community Activities(Newspaper Articles,Presentations	0	6	5	1	12
Total Number of Activities	364	463	446	179	1452

Attachment: 2013 Activity Report (1539 : YTD Department Activity Report)

City of De Pere, Wisconsin

**Request For Board of Health Action**

MEETING DATE: November 18, 2013

DEPARTMENT: Health Department

FROM: Chrystal Woller

SUBJECT: 2014 Consolidated Contract Update

City of De Pere, Wisconsin

**Request For Board of Health Action**

MEETING DATE: November 18, 2013

DEPARTMENT: Health Department

FROM: Chrystal Woller

SUBJECT: Agent Status Update

City of De Pere, Wisconsin

**Request For Board of Health Action**

MEETING DATE: November 18, 2013

DEPARTMENT: Health Department

FROM: Chrystal Woller

SUBJECT: Strategic Planning 2014
