



Board of Health Regular Meeting Minutes

335 South Broadway
De Pere, WI 54115
www.deperewi.gov

Monday, May 12, 2025

5:15 PM

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

Call to Order

1. Roll Call

Present: Dennis Hibray, Teresa Gulyas, Pamela Gantz, Devin Perock, Robyn Lauritsen

Absent:

Excused:

Also present were:

Dr. Cassie Schandel, Medical Advisor

Chrystal Woller, Health Officer

Kelly Burke, Administrative Assistant

Trista Groth, Environmental Health Sanitarian

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

no public comments.

3. Approval of the minutes from the February 10, 2025 meeting

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Devin Perock
SECONDER:	Pamela Gantz
AYES:	Dennis Hibray, Teresa Gulyas, Pamela Gantz, Devin Perock, Robyn Lauritsen

no discussion.

4. Consideration and Possible Action on the Affiliation Agreement between UW-Green Bay and the Health Department*

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Pamela Gantz
SECONDER:	Robyn Lauritsen
AYES:	Dennis Hibray, Teresa Gulyas, Pamela Gantz, Devin Perock, Robyn Lauritsen

Chrystal Woller explained that this is a standard agreement that the Board of Regents and UWGB has with the Health Department to host students for their rotations. The agreement is expiring, so we just need a motion to approve the agreement so we can continue to host students. Upon approval, this will go to City Council. Chrystal explained that the health department has been hosting UWGB students for many years.

5. Consideration and Possible Action on the Bellin/Emplify EpicCare Link Access Agreements*

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Devin Perock
SECONDER:	Pamela Gantz
AYES:	Dennis Hibray, Teresa Gulyas, Pamela Gantz, Devin Perock, Robyn Lauritsen

Chrystal Woller explained that this agreement will provide EpiCare access to Bellin/Emplify. Chrystal explained that the health department staff only access information as it relates to mandated reportable communicable diseases to complete the public health follow-up.

6. Consideration and Possible Action on the SNC Use of Facilities Agreement*

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Pamela Gantz
SECONDER:	Robyn Lauritsen
AYES:	Dennis Hibray, Teresa Gulyas, Pamela Gantz, Devin Perock, Robyn Lauritsen

Chrystal Woller reported that the health department regularly holds events at St. Norbert College. This agreement only needs to be approved by the Board of Health. Chrystal explained that the De Pere Health Department is holding a Senior Ball event in the Fall to pair senior citizens with the college students.

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*

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Dennis Hibray
SECONDER:	Pamela Gantz
AYES:	Dennis Hibray, Teresa Gulyas, Pamela Gantz, Devin Perock, Robyn Lauritsen

Chrystal Woller reported that the City of De Pere has a lease with Brown County for the fairgrounds. The Brown County Parks Department oversees the events at the fairgrounds, so it makes sense that Brown County would do the inspections. After speaking with the Brown County Health Officer and DATCP, there were no concerns with having Brown County complete the inspections. De Pere's legal department has been navigating the legal negotiation with Brown County. Trista Groth detailed the events occurring at the fairgrounds. Chrystal Woller explained the negative financial impact is around \$2000 in inspection fees and a campground license (\$301.00). However, the event preparation, including license verification, is very time-consuming. Trista will now focus more time on City of De Pere hosted events and Short-Term Rentals.

8. Environmental Health Report: May 2025

Trista Groth wrote a report regarding the bed bug situation on the west side. The De Pere Health Department has not received any additional complaints regarding this. The apartment building management continues to treat the bed bugs, as it is a process. The bed bug case is closed at this time.

There was also a concern of elder abuse. Brown County protective services has the information they need to do their follow-up regarding this as this complaint is outside of the scope of the Health Department.

Short-term rentals increased from 21 facilities to 57 facilities. Trista Groth explained that we have a 2-step application process, first through city hall then the health department. Often the health department application would be missing information, so it has taken extra time and effort to obtain the information. Trista also identified renters who were not licensed and sent a "notice of violation" letter, which prompted the renter to contact the health department. In July, we will know if these renters will continue their licensures. We currently have around 60 short-term rental licenses.

Trista Groth explained that Development Services has hired a new Code Enforcement Specialist. This is a new position. This employee has taken over our dog poop complaints. This employee will also assist with weights and measures.

9. Review and Approve 2025 Policies and Procedures

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Teresa Gulyas
SECONDER:	Robyn Lauritsen
AYES:	Dennis Hibray, Teresa Gulyas, Pamela Gantz, Devin Perock, Robyn Lauritsen

Chrystal Woller stated that every year the health department policies and procedures are reviewed. This year, the only new policy is the isolation and quarantine policy which outlines the legal authority and process. Our health department pandemic plan has been relocated to the public health emergency plan. The animal bite policy was significantly revised as these are now documented in our electronic disease surveillance system. The agent program policies and procedures were revised to our current practices, including stepped enforcement. Chrystal added that the standing orders are included in the policy & procedure binder and are auto-renewing.

10. Review and Approve the 2024 Annual Report

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Dennis Hibray
SECONDER:	Pamela Gantz
AYES:	Dennis Hibray, Teresa Gulyas, Pamela Gantz, Devin Perock, Robyn Lauritsen

Chrystal Woller explained that this annual report aligns with the Public Health Accrediting Board standards. Although the De Pere Health Department is not going forward with accreditation, we like to incorporate the best practices and standards in our operations. Accreditation is costly and time consuming. Instead of accreditation, the De Pere Health Department may consider "Pathways" to provide recognition that we are following best practices.

11. Communicable Disease Report: May 2025

Danielle Jauquet submitted the summary in the packet. Chrystal Woller reported that chlamydia numbers are down. Danielle, Oneida staff and Brown County staff were at the NFL draft handing out condoms. We are also doing outreach at our local taverns, providing

information and supplies to patrons.

COVID-19 and RSV hospitalizations are down. Influenza hospitalizations increased compared to 2024. De Pere had one carbon monoxide poisoning. De Pere had a latent TB case which completed a full course of treatment through the De Pere Health Department.

12. Program Performance Management Dashboard Update: Q1

Chrystal Woller explained that the De Pere Health Department started this dashboard last year to get a baseline of data. This dashboard allows us to determine changes that we need to make. Last year we identified an issue with Trista's workload. This is why we are onboarding the code enforcer, Chris, to assist with some of the workload. This is also why we are working with Brown County to assist with the events at the fairgrounds. These operational changes will shift some of Trista's workload.

Chrystal Woller reported that the De Pere Health Department did an outreach mailing to all children in the city who have not had any measles vaccines, providing education. We also did a joint press release about the importance of measles vaccines.

Chrystal reported that the maternal child health funding is continuing at this time, which allows us to plan intergenerational programming and social connectedness programs. This year we sponsored a park bench with the funding. We currently send newborn packets out to each newborn in the city and we want to add a onesie that says "belonging begins here". The mural was also funded by maternal child health.

The only grant that was affected so far by federal budget cuts was our immunization grant, which will be reduced by 50%.

Chrystal added that our Community Health Assessment and Health Improvement Plan are completed, which is a state requirement.

We have a Senior Safety event in June. Mental Health First Aid training is tomorrow. The health department will also be working on our strategic plan.

Dennis Hibray commented on the Chapter 140 review. Per Dennis, the staff did a great job explaining the activities of the health department.

13. Future Agenda Items

Dennis Hibray requested to be kept updated about any financial cuts.

Teresa Gulyas requested to be informed about any events the health department would like the Board members to attend.

Chrystal Woller will have a director's report at the next meeting.

Adjournment

Meeting adjourned at 6:26 pm

Respectfully submitted,
Kelly Burke
Administrative Assistant
City of De Pere Health Department