

Winnebago County Public Health (WCPH) Department Board of Health Minutes



Public Health
Prevent. Promote. Protect.
Winnebago County
Health Department

Date: March 21, 2025

Time: 7:30 to 10 am

Location: In Person: David Albrecht County Administration Building 112 Otter Avenue, Oshkosh WI.

Virtual: Teams: [Join the meeting now;](#)

Meeting ID: 245 749 367 599

Passcode: m7pmvv

Recordings of Winnebago County Meetings including Board of Health Meetings can be found on the Winnebago County Clerk You Tube Channel:

<https://www.youtube.com/@winnebagocountywipublicmeeting>

WCPH staff: Send approved meeting notes in PDF form to: CountyClerk@winnebagocountywi.gov

Name of Board Member	In person Virtual Absent	Name of Board Member	In person Virtual Absent	Name of Board Member	In person Virtual Absent	Name of Board Member	In person Virtual Absent
Ralph Harrison	In person	Koby Schellenger	In person. Left at 8:57 am	Kate Hancock-Cooke	Virtual. Left at 9:26 am	Kim Malouf	In person
Denise Prehn, MD	absent	Bryan Stafford	absent	Toby Vanden Heuvel	In person	Kay Horan	In person
Joshua Belville	absent						

WCPH staff/ Invited Guests/others in attendance (indicate V for virtual)					
Doug Gieryn	Shelley Brown-Giebel	Wanda Tracy	Jaci Grignon	Belinda DeGoey	
Rebecca Robbeloth, student	Sarahjean Schluechtermann	Alana Erickson (virtual)	Jason Schulist		
Anne Boyce	Andy Scheu	Ashlee Rahmlow (virtual)	Heidi Keating (virtual)		

Topic	Who	High level overview; Important discussion points; decisions. ONLY VOTES FROM MEMBERS ATTENDING IN PERSON CAN BE COUNTED. PLEASE INDICATE THIS IN THE NOTES.	Any action needed? By whom?
A. Call to Order	Chair	- Start Recording: 7:39 am - Meeting called to order at by: Chair Ralph Harrison - In person: Ralph Harrison, Kim Malouf, Toby Vanden Heuvel, Kay Horan. Koby Schellenger - Virtual: Kate Hancock-Cooke	
B. Roll Call	Chair	Do we have a quorum? Yes <i>INDICATE WHO IS IN PERSON AND WHO ATTENDING VIRTUALLY. ONLY THOSE PRESENT WILL COUNT FOR QUORUM AND VOTING.</i> In Person: Ralph Harrison, Koby Schellenger, Toby Vanden Heuvel, Kay Horan, Kimberly Malouf (5)	

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		- Virtual: Kate Hancock-Cooke - Absent: Denise Prehn, MD, Joshua Belville, Bryan Stafford	
C. Public Comments	Public	No public comment	
D. Approval of Minutes		Motion to approve January 17, 2025 BOH meeting minutes as included in packet by Kay Horan Second by: Toby Vanden Heuvel Voting: all in favor passed. Ralph Harrison, Koby Schellenger, Toby Vanden Heuvel, Kay Horan, Kimberly Malouf (5)	
E. Business Items		Amend Ordinance 11.11 Appendix A- Sanitarian Fee Schedule 2025-2026: Doug presented the spreadsheet for sanitarian (License) fees. Discussion on expenses and revenue needed to cover se to cover costs. State fees are increasing which also increases costs. Compared licensing fees with neighboring counties. Ralph Harrison: Discussion if any concerns from those purchasing licenses – none heard. Koby Schellenger had questions about when/if tourist rooming houses (TRH) get licensed. Kate Hancock-Cooke: questioning if it would be a good idea to have a list of those places who are inspected and licenses – they are available online in Health Space, see health department website. Toby Vanden Heuvel: question on total expenses of the license fees and how fees are estimated. Recommendation to have an explanation in the agenda for full board of health to compare total costs estimated and expended. - Koby Schellenger moved to approve. - Ralph Harrison seconded. - All present in favor: Ralph Harrison, Koby Schellenger, Toby Vanden Heuvel, Kay Horan, Kimberly Malouf (5) Amendment passed. Will go to County Board for final consideration of approval. Presentation of Fox Valley Data Exchange by Jason Schulist. Centralized resource for free, timely, local, data for anyone. Looking for someone from Winnebago County as an addition to the board of the Data Exchange. Data	

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		provided for Winnebago, Outagamie and Calumet counties. Plan to have videos on the website showing how different entities are using the data exchange. WHBY monthly segment on the Data Exchange. Sarahjean walked thru how to use the website and its metrics and how she is using the data in her work at the Health Department. Fox Valley Data Exchange – THE ASK: Use the site. Looking for volunteers. Share data you have. Promote thru networks. BOH: Potential support for county funding. Sharing of the resource and encourage its use. Information sharing and consider Board of Health make recommendation to the full county board for a presentation to support funding. Discussion on what is a reasonable ask and how to present to the full Board. Let community know funding still needed. Doug will follow up with county executive. Interested in making sure this continues to be a resource for the county. Helps make data driven decisions and evaluate those decisions. Discussion that presentation needs to come up with amount of funding needed / asking for, what is the value to Winnebago County operations. Will continue on this and bring back in future.	

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F. Director's Report	Doug	- Operational Updates from Public Health Divisions: - Public Health is preparing for measles and H5N1 with increase communication between partnering agencies and how to increase community awareness. - Staffing: Only one position currently vacant and it is in interview process. - Introduction of Andy Scheu, new Administrative Associate III. - GOAT committee request for information related to DEI. Working with Corp. counsel to respond to the request to report any programming that includes. - Federal changes have had no direct funding impacts to the current public health budget at this point but partners have been affected. Most of public health funding is federal pass thru funding. Monitoring to understand what those impacts may be. - Monitoring state budget. Governor put out his budget. Monitoring health and human service aspects of that budget. Advocate for appropriate funding. - WPHA and WALDAB annual conference is May 20-22. BOH welcome and encouraged to participate. - Doug sent WALDAB information for the regional meeting in May. Geared directly to BOH members. Let Doug know if able to attend. Doug will re-send again. Combined Locks is the location. - Review of 2024 Year-End Income Statement. Doug reviewed. 2024 decreased use of the reserve funding from what was budgeted.	
G. Communication Shared by BOH	All	Ralph Harrison: Forwarded Supervisor Connelly and Hanson's COVID information to Board members. Discussion for need of a different time for the Board of Health meetings due to difficulty in meeting quorum. Ralph Harrison has gathered some BOH member availability. Will work to generate a preliminary survey including those responses, then send out a poll to find an agreed upon time and date for future meetings.	

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H. Next Meeting	Board Chair	Next meeting will be Friday April 11 at 7:30 am due to the regular meeting time being on a holiday. A request and reminder will be sent to BOH members.	
I. Adjourn	Board Chair	Motion to adjourn 9:47 am by Kay Horan - Second by: Toby Vanden Heuvel Vote: all in favor. Ralph Harrison, Koby Schellenger, Toby Vanden Heuvel, Kay Horan, Kimberly Malouf (5)	

Mission: WCHD protects and promotes health through services, partnerships and equitable practices and policies so all can live their best life.

Vision: Healthy people building thriving communities.

Please send it to the County Clerk at CountyClerk@winnebagoountywi.gov as they work with IT to post everything. These will then be posted on the COUNTY PUBLIC MEETINGS YOUTUBE CHANNEL.