

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



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

Date: May 13, 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/@winnebagoountywipublicmeeting>

WCPH staff: Send approved meeting notes in PDF form to: CountyClerk@winnebagoountywi.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	person					Kate Hancock-Cooke	person		Kim Malouf	absent
Denise Prehn, MD	person		Bryan Stafford arrived 7:40 am	person		Toby Vanden Heuvel	person		Kay Horan	person

WCPH staff/ Invited Guests/others in attendance (indicate V for virtual)					
Doug Gieryn (p)	Julia Salomon (p)	Heidi Keating (v)	Alana Erickson (v)	Wanda Tracy (p)	Ashlee Rahmlow (p)
Anne Boyce (p)	Jaci Grignon (p)		Shelley Brown-Giebel (p)		
		Belinda Degoe (v) 8:04 am	Sarahjean Schluechtermann (p)		

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: 7:30 am - Meeting called to order at by: Ralph Harrison ROLL CALL: Ralph Harrison, Denise Prehn, Kate Hancock-Cooke, Toby Vanden Heuvel, Kay Horan (5) - In person: Ralph Harrison, Denise Prehn, Kate Hancock-Cooke, Toby Vanden Heuvel, Kay Horan (5) - Virtual: 0 - Doug stated that the county executive has received resignation letter from Joshua Belville and Koby Schellenger	
B. Roll Call	Chair	Do we have a quorum? yes	

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		<i>ONLY THOSE PRESENT WILL COUNT FOR QUORUM AND VOTING. PLEASE INCLUDE NUMBER OF YES, NO, ABSTAIN VOTES</i> • In Person: Ralph Harrison, Denise Prehn, Kate Hancock-Cooke, Toby Vanden Heuvel, Kay Horan (5) • Virtual: none • Absent: Bryan Stafford	
C. Public Comments	Public	Kay Horan: heard that public health machines (Neenah article) may be going away? Doug: Machines have been paid for, funds for now are available for supplies. Funds may have to be identified for maintenance. WCPH staff manage the machines to stock the machines. Ashlee Rahmlow: 24/7 service is not an additional service as staff from Human Services already have a crisis response that operates 24/7 and they assist giving out the code for customers to access the public health machine. Conley Hansen: offered to write a resolution to support Narcan in vending machines if needed Would like to nominate Kay Horan as Vice Chair, citing her past experience as a county board supervisor and her past experience as a nurse.	
D. Approval of Minutes		Motion to approve April BOH meeting minutes (included in CIVIC PLUS and in the R drive) reviewed: Kay Horan Second by: Kate Hancock-Cooke Voting: (5-0) all present voted to approve the previous BOH meeting minutes: Ralph Harrison, Denise Prehn, Kate Hancock-Cooke, Toby Vanden Heuvel, Kay Horan (5)	
E. Business Items		1. Elect New Board of Health Vice-Chairperson Note: Ralph highlighted the importance of having a vice chair and that person know what the rules are to running a meeting in the absence of Kate Hancock-Cooke nominates herself Ralph Harrison nominates Kay Horan to be the BOH vice chair Bryan Stafford arrived at 7:40 am No discussion Paper voting. 1st round of voting: votes for Kay Horan (4); Kate Hancock (2). Kay Horan will be the next BOH Vice Chair	

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		2. Elect a Board of Health – Secretary Toby Vanden Heuvel nominated Kate Hancock-Cooke Bryan Stafford seconded the nomination. No discussion. Voting by show of hands: all in favor (6-0): Ralph Harrison, Denise Prehn, Kate Hancock-Cooke, Toby Vanden Heuvel, Kay Horan, Bryan Stafford	

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F. Director's Report	Doug	1. Review YTD Income Statement a. Doug stated that some public health grants such as the immunization grant have been affected with some potentially going away in their entirety and some being cut which will affect public health budget. Immunization funds being cut that support immunization programs support mainly staffing the immunization programs and occasionally equipment. Adjustments such as that and hosting fewer immunization clinics, for example, may be planned. Bryan Stafford commented that the county will have to prepared to tackle any issues related to loss of funding. Communicable Disease is an unfunded mandate. The department is required to offer communicable disease prevention and control services. b. Doug highlighted that the department's budget is about 1/3 levy, 2/3 grants and other revenue sources with the largest fraction being federal direct and federal pass-through the State funds. It is uncertain, currently, what the proposed cuts will be, and it is hard to know what the restructuring of departments like the CDC, FEMA, SAMHSA will actually mean for local health departments. c. Doug stated that the department applies for many grants. Unless there is a local source of funding, no other funding is likely to be available to replace the loss of the immunization grant. d. Kate Hancock-Cooke commented that on page 11 of the WCPH Annual Report it shows as an example how use of grants has had a positive impact on the health of children. The annual report shows how the funds of the RICE grant has resulted in an increase in children vaccination from one year to another. This is a clear example that grants do help improve the health of children and how these grants are used by local health departments. e. Question asked: what BOH members can do, and Doug responded: to be aware of what is happening at the federal and state level, to be educated and advocate for public health with elected officials. Hearing from a county board supervisor or a BOH member can be helpful. f. Kay Horan asked if there is overlap between departments. Doug responded that departments do not compete nor duplicate efforts with each other and do not duplicate services if these are available somewhere else. g. Discussion about budget processes. 2. Presentation of WCPH's 2024 Annual Report: The annual report is a requirement for local health department to submit to the State Health Department. The 2024 Annual Report is formatted based on the Foundational Public Health Services.	
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		a. Kay Horan asked if AI is used in public health. The communication specialist responded that AI was not used to write this annual report other than helping to ensure language is written at the 6th grade level, which is recommended ensuring reports are understandable to a larger population. b. Wanda provided an overview of the annual report and received feedback that will be used for the 2025 annual report. 3. Operational Updates from Public Health Divisions: no time	
G. Communication Shared by BOH	All		
H. Next Meeting	Board Chair	• Next tentative meeting will be June 10th at 7:30 am • The Board of Health typically meets the 2nd Tuesday of every month unless an additional meeting is needed	
I. Adjourn	Board Chair	• Motion to adjourn at: 9: 48 am Denise Prehn • Second by: Kay Horan Vote: all present: Ralph Harrison, Denise Prehn, Kate Hancock-Cooke, Toby Vanden Heuvel, Kay Horan, Bryan Stafford (6-0)	

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@winnebagocountywi.gov as they work with IT to post everything. These will then be posted on the COUNTY PUBLIC MEETINGS YOUTUBE CHANNEL.