

**CITY OF MENASHA BOARD OF HEALTH**  
**Minutes**  
**December 10, 2014**

A. Meeting called to order at 8:05 AM by Chairman C. Rusin.

B. Present: Candyce Rusin, Dr. Teresa Rudolph, Dianne Hotynski, Nancy McKenney, Vicki Schultz, Loretta Kjemhus, Allison Reitzner, Todd Drew, Linda Palmbach, Liz Rosin, Kortney Dahm

C. MINUTES TO APPROVE

1. Motion to approve November 12, 2014 minutes made by Dr. Rudolf and seconded by Nancy McKenney.

The motion carried unanimously.

D. REPORT OF DEPT HEADS/STAFF/CONSULTANTS

1. Administrative: McKenney reviewed the 2014 Health Department Budget; the 2015 Consolidated Contracts, and the 2015 Health Department Budget.
2. Communications: The Board reviewed the Draft Resolution to the Common Council *Approving a 2014 Budget Adjustment of \$5,000 for MHD Equipment.*
3. Todd Drew, PHE updated the Board on the Employee Safety, Sealer of Weights and Measures and Environmental Health programs.
4. Public Health Department
  - a. Communicable Disease Report: The November 2014 Communicable Disease Report was distributed and discussed.
  - b. School Health: The Head Injury Procedure and Protocols were reviewed and discussed.
5. Health Screening 60+: Vicki Schultz provided an update on program planning.
6. Radon: This program has operated in previous years. The State allocated funding to Menasha Health Department this year. Todd Drew and Vicki Schultz will be implementing the program goals and objectives.
7. School Health Aides: no report
8. Fluoride Varnish: Loretta Kjemhus updated the Board on program progress.
9. Lead Prevention: No report
10. Immunization: Mary noted there were adult vaccines available. Clinics will continue to offer vaccine.
11. Maternal and Child Health: Vicki Schultz noted there would be a focus on assessment
12. Dental Sealants: Notices have been sent to parents and will operate in the spring.
13. Quality Improvement : Allison Reitzner provided the method of reviewing, revising, and creating policies, procedures and protocols for the health department. The Board will approve policies and review procedures on a monthly basis.
14. Emergency Preparedness: Ebola preparedness continues; influenza is increasing in prevalence and intensity. The vaccine match is not as effective as anticipated.
15. Twenty Four/Seven: No report
16. Senior Center : Renovation continues and completion will be later than anticipated.

E. ACTION ITEMS

- a. The Board approved methods for policies and procedures approval and review.

F. HELD OVER BUSINESS

- a. None

G. ADJOURNMENT

The meeting was adjourned by Candyce Rusin at 9:15 am.

The next meeting will be held on January 14, at 8:00 am.