

**CITY OF MENASHA BOARD OF HEALTH**  
**Minutes**  
**March 12, 2015**

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

B. Present: Candyce Rusin, Dr. Teresa Rudolph, Lori Amus, Nancy McKenney, Mary Fritz, Vicki Schultz, Todd Drew, Linda Palmbach, Kathleen Endres

C. MINUTES TO APPROVE

1. Motion to approve February 11, 2015 made by Lori Amus. Seconded by Dr. Teresa Rudolf.  
The motion carried.

D. REPORT OF DEPT HEADS/STAFF/CONSULTANTS

**Administrative:** Nancy McKenney noted that she was working on determining carry forward for 2015.

**Communications:** A 9<sup>th</sup> grade survey is being conducted by the Department of Health Services and Menasha Health Department. Council meeting memos were reviewed. Nancy McKenney noted that the grand opening went well, with high participation. The Board discussed UWO, Marion College of Nursing, and Fox Valley Technical College affiliation agreements. The Board advised caution in accepting too many students (student to staff ratio).

**Employee Safety Program:** The City will be offering hearing screening to at-risk employees on April 21, 2015. Todd noted that there was a request for pulmonary function testing. Board requested an update on this topic at the next meeting.

**Sealer of Weights and Measures:** A new scale was ordered but not received.

**Environmental Health Program:** Inspections are scheduled and underway.

**Public Health Department:** The Communicable Disease Report was reviewed and School Health updates provided.

Linda Palmbach discussed meeting with the Director of School Services. Cumin and other spices allergy alert linked to peanuts were discussed. Todd Drew noted he will forward all recall notices to the Director of School Services. Nursing staff reviewed all allergy flags.

Mary Fritz, provided a status report on school absences. Absences remain relatively low across the schools. Parochial school contracts and fees were discussed. The contracts are perpetual and parochial school will be notified that fees remain the same for 2015.

Scoliosis screening will continue through the end of the school year. Nancy will discuss the Board recommendation with the School District for 2015-2016.

The Board reviewed the revised Pediculosis (Head Lice) information sheet and approved it for distribution.

**Health Screening 60+ Program:** Vicki Schultz discussed Senior Center programs (footcare, wellness screening). The appointment schedules were filled during the Senior Center grand opening. Mary Fritz will generate a waiting list for people who call for an appointment.

**Prevention Program:** Park and Recreation, Farmers Market, and Health Department (Vicki Schultz lead) are planning a community walk to promote physical activity on Menasha's walking trails on August 13, rain date August 20, 2015. Food and music will be included.

**Radon:** Todd Drew reported completing education in the middle school. Seven classes were conducted and Radon test kits distributed to students with permission from parents. He noted that some students indicated they had systems in their homes.

**Dental Program:** Loretta Kjemhus is conducting fluoride varnish programs in the preschools.

**Dental Sealant Program:** Kathleen Endres is providing school based dental sealants and nearing completion.

**Lead Prevention Program:** No report

**Emergency Preparedness:** Nancy McKenney distributed the revised Ebola monitoring and procedure packet.

**Senior Center:** Todd Drew provided updates. He is working to help finalize the project.

E. Action Items:

Procedures: Confidentiality and Access to Client Records and Blood Pressure Screening for Adults procedures were approved by the Board.

Nancy McKenney asked the Board to review the Draft Emergency Administration of Epinephrine procedure. The Medical Advisory Board will also review this procedure.

Fact Sheets: The Board approved the revised pediculosis (head lice) fact sheet for distribution.

Candyce Rusin adjourned the meeting at 9:20 am.

The next meeting will be on April 8, 2015.