

CITY OF MENASHA BOARD OF HEALTH

Minutes

November 12, 2014

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

B. Present: Candyce Rusin, Lori Asmus, Diane Hotynsk, Dr. Teresa Rudolph, Vicki Schultz, Loretta Kjemhus, Nancy McKenney

C. MINUTES TO APPROVE

1. Motion to approve September 10, 2014 minutes made by and seconded by Diane Htynsk seconded by Dr. Teresa Rudolph.

The motion carried unanimously.

D. REPORT OF DEPT HEADS/STAFF/CONSULTANTS

1. The September 2014 Communicable Disease Report was distributed and discussed.
2. An informational letter was sent to all parents in School District on Enterovirus D-68.
3. The Weight of the Fox Valley update was provided.
4. The FCHCC-Needs Assessment 2014 Behavioral Risk Factor Surveillance System questionnaire final review will be completed on October 9. The St. Norbert College Strategic Research Institute will conduct the health risk behavior survey among the residents of Outagamie County, Calumet County Winnebago County, and the Fox Cities. This survey will inform, in part the community needs assessment. The hospital systems and the health departments must conduct needs assessments which are the basis for community health improvement plans.
5. Loretta Kjemhus and Vicki Schulze described the Influenza Vaccine Clinic operations. The Clinic will be an emergency preparedness exercise and a vaccination clinic.
6. 140 Review: The Department of Health Services, Division of Public Health will recognize the City of Menasha for maintaining Level 3 Health Department status on October 20, 2014 at 6 pm. Staff and Board of Health members are welcome to attend.
7. The Senior Center will move operations to 312 Racine Street from November until December 2014. All services will be offered except those requiring a gym floor. The Senior Center renovation project will begin in November.
8. Affiliation Agreements: UWO and UWGB were completed. Allison Reitzner is a UWGB Nursing Leadership Master's Degree candidate who will complete her capstone practicum project at Menasha Health Department (October 2014-August 2015). She will review and develop policies, procedures, and protocols and a documents management system for the Health Department.

E. ACTION ITEMS

1. Staff presented the following policies and procedures: Vision, Hearing, and Foot Care. The Board had suggestions for further development. Candy offered to assist in development of policies, procedures and protocols.

F. HELD OVER ITEMS

None

G. Adjournment

The meeting was adjourned by Candyce Rusin at 9:00 am.

The next meeting will be held on November 12, at 8:00 am.