

**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, Dr. Teresa Rudolph, Nancy McKenney, Vicki Schultz, Loretta Kjemhus, Allison Reitzner, Todd Drew, Linda Palmbach, Liz Rosin, Kortney Dahm

**C. MINUTES TO APPROVE**

1. Motion to approve October 8, 2014 minutes made by Dr. Rudolf and seconded by Nancy McKenney.

The motion carried unanimously.

**D. REPORT OF DEPT HEADS/STAFF/CONSULTANTS**

1. The October 2014 Communicable Disease Report was distributed and discussed.

2. Communications:

a. The Menasha Health Department renewed its affiliation agreement with the University of Wisconsin Oshkosh Nursing Program as a clinical site.

b. The Board reviewed an October 29, 2014 Memo sent to the City Council Re: 2014 City of Menasha Influenza Clinic Results.

3. 2014 Influenza Clinic results were discussed. On Friday October 24, 2014 the City of Menasha held an Influenza Vaccine Clinic at Butte Des Morts School from 2:00 p.m. until 6:00 p.m. In addition to the primary mission of vaccinating people against influenza, the clinic was also a public health preparedness exercise.

A total of 406 vaccines were provided to 120 adults and 286 children. Client surveys showed the vast majority of respondents (99%) were satisfied with the length of time it took for the vaccination process and the helpfulness of the staff. Comments were overwhelmingly positive and constructive. Volunteer and client surveys are used to improve clinic operations. The Influenza Vaccination Clinic was organized by the City of Menasha Health Department in cooperation with the following partners: Menasha School District; Wisconsin Disaster Medical Response Team, Medical Reserve Corp; the University of Wisconsin Oshkosh, School of Nursing; Community Volunteers; City of Menasha Police Department; and Neenah – Menasha Fire Rescue. Signage in English, Spanish, Hmong and French asked participants to report travel to West Africa (Sierra Leone, Liberia, and Guinea). All participants were asked about travel prior to entering the influenza clinic (initial screening for Ebola). Participants expressed gratitude for the Health Department asking these questions. As the Influenza Clinic is also a public health preparedness exercise, a hot wash (debrief) will take place in November.

4. Menasha Health Department Incident Command Structure has been partially activated for Ebola. The objectives are to: 1) Maintain situational awareness of Ebola; 2) Provide streamlined and timely communication to internal and external partners on Ebola; and 3) Support preparedness planning within the City of Menasha Health Department.

5. There was no update for the Weight of the Fox Valley coalition.

6. The FCHCC-Needs Assessment 2014 Behavioral Risk Factor Surveillance System questionnaire final review was 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.

7. Todd Drew described progress on the Senior Center renovation. The Senior Center moved temporarily to 312 Racine Street on October 31, 2014. All services continue to be offered except those requiring a gym floor. The Senior Center renovation project is underway.

It was also noted that a \$5,000 check (honorarium) from the Food and Drug Administration (FDA) was sent to Todd Drew, Registered Sanitarian for his City of Menasha representation on the *FDA FREE-B (Food Related Emergency Exercise- Bundle) Scenario Development SME Panel* in 2014. The Board discussed using the funds to replace older equipment.

#### E. ACTION ITEMS

Nancy McKenney presented a procedure to *Monitor and Document the Health Status of People Who Have Traveled from West Africa* (Liberia, Sierra Leone, Mali, and Guinea). This has been reviewed by the State of Wisconsin, Division of Public Health. Candyce Rusin will review the document.

#### F. HELD OVER ITEMS

Status of the Policy and Procedure Project: Allison Reitzner, RN, is a UWGB Nursing Leadership Master's Degree candidate. She will complete her capstone practicum project at Menasha Health Department (ending August 2015). She will work with staff to review and develop policies, procedures, and protocols and a develop a documents management system for the Health Department.

#### G. ADJOURNMENT

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

The next meeting will be held on December 10, at 8:00 am.