

Menasha aldermen occasionally attend meetings of this body. It is possible that a quorum of Common Council, Board of Public Works, Administration Committee, Personnel Committee may be attending this meeting. (No official action of any of those bodies will be taken).

**CITY OF MENASHA  
BOARD OF HEALTH  
Menasha Health Department  
316 Racine Street, Menasha**

**November 12, 2014**

**8:00 AM**

**AGENDA**

- A. CALL TO ORDER
- B. ROLL CALL/EXCUSED ABSENCES
- C. MINUTES TO APPROVE
  - 1. [October 8, 2014](#)
- D. Introduction of Allison Reitzner, BSN, UWGB MS in Nursing Leadership Intern
- E. REPORT OF DEPT HEADS/STAFF/CONSULTANTS
  - 1. [October 2014 Communicable Disease Reports](#)
  - 2. Communications:
    - a. Site for University of Wisconsin Oshkosh students 2015
    - b. Memo to the Common Council Re: 2014 City of Menasha Influenza Vaccine Clinic Results
  - 3. 2014 City of Menasha Influenza Vaccine Clinic Results
  - 4. Menasha Health Department – Incident Command System
  - 5. Weight of the Fox Valley Update
  - 6. FCHCC-Needs Assessment Update
  - 7. Senior Center
- F. ACTION ITEMS
  - 1. Review of Procedures
- G. HELD OVER BUSINESS
  - 1. Status of Policy and Procedure Project
- H. ADJOURNMENT
  - 1. Next Meeting December 10, 2014

"Menasha is committed to its diverse population. Our Non-English speaking population and those with disabilities are invited to contact the Menasha Health Department at 967-3520 at least 24-hours in advance of the meeting for the City to arrange special accommodations."

Board of Health Members: Dianne Hotynski, Lori Asmus, Nancy McKenney, Candyce Rusin, Theresa Rudolph

# 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.

# Cumulative Report

Date Type: Create

Date Range: 10/01/2014 TO 10/31/2014

Jurisdiction: Menasha

Health Jurisdiction : Health Jurisdiction

Resolution Status: Probable, Confirmed, Suspect

Process Status:

Transmission Status:

Prepared By : WEDSS Preparer's Title

Telephone : 9885297959

Fax : 9848999801

<u>Disease Name</u>	<u>Number of Incidents</u>
CHLAMYDIA TRACHOMATIS INFECTION	10
GONORRHEA	1
HEPATITIS B, PERINATAL	1
PERTUSSIS (WHOOPING COUGH)	2
SHIGELLOSIS	1
VIBRIOSIS, NON CHOLERA	1

Information contained on this form or report which would permit identification of any individual has been collected with a guarantee that it will be held in strict confidence, will be used only for surveillance purposes, and will not be disclosed or released without the consent of the individual in accordance with Section 308(d) of the Public Health Service Act (42 U.S.C. 242m).