

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
12-10-2014
8:00 AM
AGENDA**

A. CALL TO ORDER

B. ROLL CALL/EXCUSED ABSENCES

C. MINUTES TO APPROVE

1. [November 12, 2014](#)

D. REPORT OF DEPT HEADS/STAFF/CONSULTANTS

1. Administrative
 - a. 2014 Health Department Budget
 - b. 2015 Consolidated Contracts
 - c. 2015 Health Department Budget
 - d. Communications
 - I. Draft Resolution Approving a 2014 Budget Adjustment of \$5,000 for MHD Equip.
2. Employee Safety
3. Sealer of Weights and Measures
4. Environmental Health
5. Public Health Department
 - a. [Communicable Disease Report](#)
 - b. School Health
6. Health Screening 60+
7. Radon
8. School Health Aides
9. Fluoride Varnish
10. Lead Prevention
11. Immunization
12. Maternal and Child Health
13. Dental Sealants
14. Quality Improvement
15. Emergency Preparedness
16. Twenty Four/Seven
17. Senior Center

E. ACTION ITEMS

1. Policy and Procedure Review

F. HELD OVER BUSINESS

1. None

G. ADJOURNMENT

"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: Lori Asmus, Dianne Hotynski, Nancy McKenney, Dr. Theresa Rudolf, Candyce Rusin,

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.

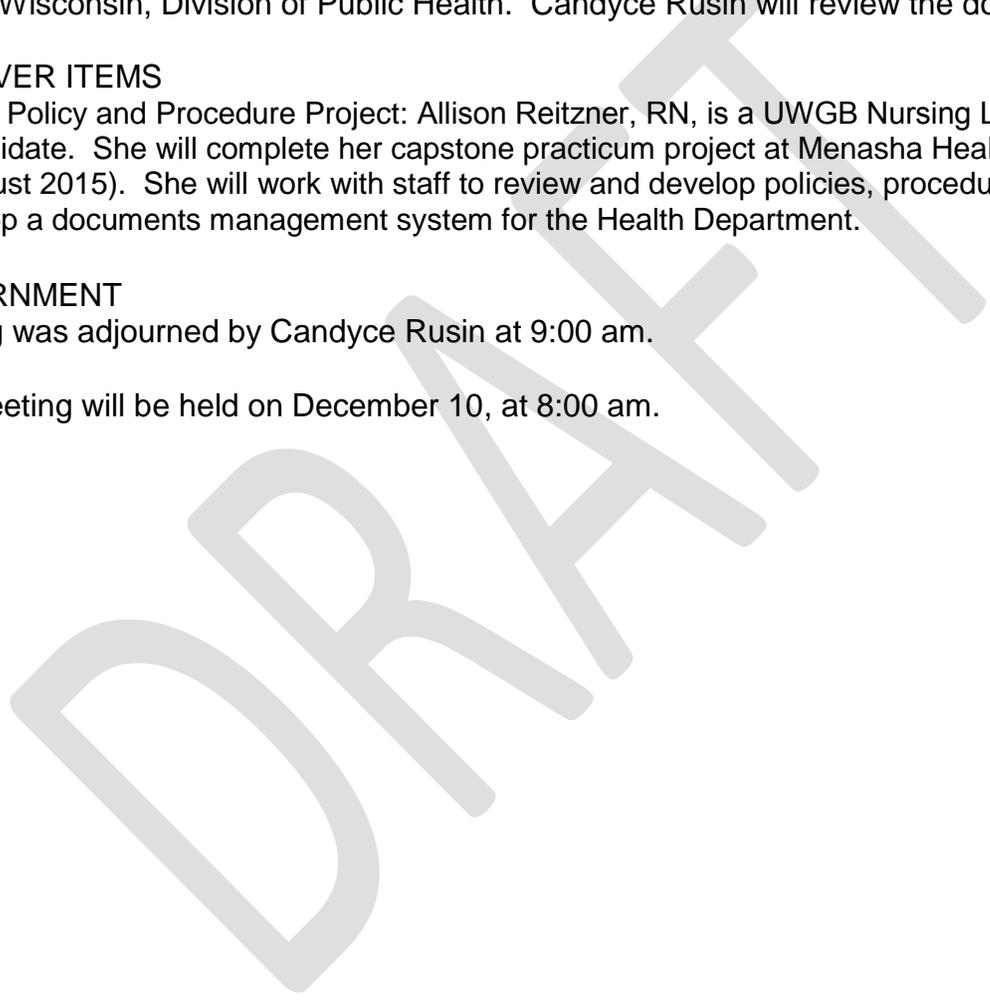
F. HELD OVER ITEMS

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.



Cumulative Report

Date Type: Create

Date Range: 11/01/2014 to 11/30/2014

Incident Jurisdiction: Menasha

Health Jurisdiction: Health Jurisdiction

Outbreak Jurisdiction:

Transmission Status:

Resolution Status: Confirmed, Suspect, Probable

Process Status:

Prepared By: WEDSS (Preparer's Title)

Telephone: 9885297959

Fax: 9848999801

<u>Disease Name</u>	<u>Number of Incidents</u>
CAMPYLOBACTERIOSIS	1
CHLAMYDIA TRACHOMATIS INFECTION	5
E-COLI, SHIGA TOXIN-PRODUCING (STEC)	1
LEGIONELLOSIS	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).