

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  
01-14-15  
8:00 AM  
AGENDA**

- A. CALL TO ORDER
- B. ROLL CALL/EXCUSED ABSENCES
- C. MINUTES TO APPROVE
  - 1. [December 10, 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. 2014 budget adjustment of \$5,000 for MHD equipment approved
      - II. 01-05-15 Memo to City Council: *City of Menasha Senior Center Renovation Update*
  - 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 –
  - 1. Next Meeting February 11, 2015

"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**  
**December 10, 2014**

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

B. Present: Candyce Rusin, Dr. Teresa Rudolph, Dianne Hotynski, Nancy McKenney, Vicki Schultz, Loretta Kjemhus, Allison Reitzner, Todd Drew, Linda Palmbach, Liz Rosin, Kortney Dahm, Mary Fritz

C. MINUTES TO APPROVE

1. Motion to approve November 12, 2014 minutes made by Dr. Rudolf and seconded by Nancy McKenney.

The motion carried unanimously.

D. REPORT OF DEPT HEADS/STAFF/CONSULTANTS

1. Administrative: McKenney reviewed the 2014 Health Department Budget; the 2015 Consolidated Contracts, and the 2015 Health Department Budget.
2. Communications: The Board reviewed the Draft Resolution to the Common Council *Approving a 2014 Budget Adjustment of \$5,000 for MHD Equipment.*
3. Todd Drew, PHE updated the Board on the Employee Safety, Sealer of Weights and Measures and Environmental Health programs.
4. Public Health Department
  - a. Communicable Disease Report: The November 2014 Communicable Disease Report was distributed and discussed.
  - b. School Health: The Head Injury Procedure and Protocols were reviewed and discussed.
5. Health Screening 60+: Vicki Schultz provided an update on program planning.
6. Radon: This program has operated in previous years. The State allocated funding to Menasha Health Department this year. Todd Drew and Vicki Schultz will be implementing the program goals and objectives.
7. School Health Aides: no report
8. Fluoride Varnish: Loretta Kjemhus updated the Board on program progress.
9. Lead Prevention: No report
10. Immunization: Mary noted there were adult vaccines available. Clinics will continue to offer vaccine.
11. Maternal and Child Health: Vicki Schultz noted there would be a focus on assessment
12. Dental Sealants: Notices have been sent to parents and will operate in the spring.
13. Quality Improvement : Allison Reitzner provided the method of reviewing, revising, and creating policies, procedures and protocols for the health department. The Board will approve policies and review procedures on a monthly basis.
14. Emergency Preparedness: Ebola preparedness continues; influenza is increasing in prevalence and intensity. The vaccine match is not as effective as anticipated.
15. Twenty Four/Seven: No report
16. Senior Center : Renovation continues and completion will be later than anticipated.

E. ACTION ITEMS

a. The Board approved methods for policies and procedures approval and review.

F. HELD OVER BUSINESS

a. None

G. ADJOURNMENT

The meeting was adjourned by Candyce Rusin at 9:15 am.

The next meeting will be held on January 14, at 8:00 am.