

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**

**11-12- 2008**

**MINUTES**

- A. Meeting called to order at 8:17 AM by Vice Chairman L. Asmus. Chairman C. Rusin arrived at 8:25 AM and relieved Vice Chairman L. Asmus.
- B. Present: Lori Asmus, Dorothy Jankowski, Dr. Teresa Shoberg, Susan Nett, Candyce Rusin (arrived at 8:25 AM).
- C. MINUTES TO APPROVE
  - 1. Motion to approve minutes from October 8, 2008 meeting made by T. Shoberg and seconded by D. Jankowski. Motion carried.
- D. REPORT OF DEPT HEADS/STAFF/CONSULTANTS
  - 1. October 2008 Communicable Disease Report distributed and discussed.
  - 2. Loretta Kjemhus has been working on recruiting volunteers to assist in an emergency. To date there are a total of 126 volunteers signed up. One third are Menasha School District employees and their families. The target goal is 200 by the end of the year.
  - 3. Employee flu shots will be administered on November 18<sup>th</sup> at the Senior Center utilizing a mass clinic set-up. Volunteers will assist with checking participants in while staff will administer the vaccine. Cost this year is \$7 per dose.
  - 4. Preparedness Carryover funds have been used to upgrade the EOC. Wiring needed to be put into the floor to eliminate cords hanging down from the ceiling.
  - 5. Local Health Department Environmental Health Agent State Summary was shared with board members. This summary lists all agents and what types of inspections are being done as well as whether or not human health hazard ordinances are in place.
  - 6. Staff Update—A part time nurse has been hired to work 3 days per week to fill the vacant PHN position in the department. This nurse will also have the opportunity to work additional hours using available grant funding.
  - 7. School Surveillance Project Update—This project started in October. To date the weekly absences at each elementary school have been reported. There has been nothing of significance reported, a few respiratory illnesses (some were listed as asthma).

"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: Dorothy Jankowski, Lori Asmus, Susan Nett, Candyce Rusin, Theresa Shoberg

## E. ACTION ITEMS

1. Environmental Health Policy – Investigation of Non-Foodborne Illness Complaints  
S. Nett presented this policy at the request of the city sanitarian. As an agent of the state, the department is required to follow-up on all complaints regarding food establishments. This policy/procedure addresses these investigations. See attached. Motion to approve the Environmental Health Policy on Investigation of Non-Foodborne Illness Complaints made by L. Asmus and seconded by D. Jankowski. Motion carried.
2. Immunization Clinic Policy – Missed Appointments, Walk-Ins  
S. Nett discussed whether or not there should be a formal board approved policy regarding missed immunization clinic appointments and what to do with those who don't have an appointment and just walk in for immunizations during regular scheduled clinic times. After discussion, the consensus of the board members was there should be a policy on missed appointments and walk-ins. S. Nett directed to bring policy for review to next board meeting.

## F. HELD OVER BUSINESS

1. 2009 Budget Update—the budget hearing for the health department with the common council was held on Nov. 6<sup>th</sup>. Changes were made based on recommendations from S. Nett (changes were a result of staffing changes).
2. 2009 Consolidated Contract Update—S. Nett is still in the process of negotiating with the state on grant objectives for 2009. For 2009, S. Nett has proposed increasing the fluoride varnish program and holding on the car seat check program as the department doesn't have a certified car seat technician on staff. If possible, one of the newly hired PHNs will be trained in 2009 with a possible resumption of the program in 2010. The department is receiving radon funding for 2009, so that program will be resumed.
3. Immunization Clinic Policy– Uncontrollable Clients  
S. Nett reviewed with board members past history and a concern for staff safety as a driving force in having this policy. Board members questioned how many times a client should be allowed to reschedule if the child's behavior remains the same at the next clinic appointment. It was the consensus of the board members that if the child was still uncooperative/uncontrollable at the second visit, the parent be informed to take the child to a medical provider and not be allowed to reschedule a second time. S. Nett was directed to add this to the draft policy and bring it back to the next meeting for review/approval.

- G. Motion to adjourn at 9:20 AM made by D. Jankowski and seconded by L. Asmus. Motion carried.