

**CITY OF MENASHA  
Board of Health  
Health Department @ 226 Main  
March 12, 2008**

**MINUTES**

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**1. CALL TO ORDER**

Meeting called to order by Chairman C. Rusin at 8:20 AM. Members present: Candyce Rusin, Dorothy Jankowski, Lori Asmus, Susan Nett. Members absent: Dr. Teresa Shoberg.

**2. MINUTES TO APPROVE-MINUTES & COMMUNICATIONS TO RECEIVE**

**Minutes to approve:**

**A. [Minutes 2-13-08](#)**

Moved by Dorothy Jankowski, seconded by Lori Asmus to approve

Minutes.

Motion Passed

Results:

**3. REPORT OF DEPARTMENT HEADS/STAFF/CONSULTANTS**

**A. [February 2008 Communicable Disease Report](#)**

S. Nett gave a report on the communicable disease numbers for the month of February.

**B. [Health Department Relocation](#)**

The health department will be moving to the new location (316 Racine St.) on March 19th.

**C. [School Based Clinics](#)**

The health department will be doing school based immunization clinics during the month of April to help families meet the new immunization requirements for Sept. 2008. Clinics will be held for grades 5, 8, and 11. The dates have not been set yet but will likely be after the 15th.

**D. [Fox Valley Consortia Preparedness Carry-Over Funds \(\\$20,984\)](#)**

The Fox Valley Preparedness Consortia is giving carry over funds from 2007 to each participating agency. The amount is \$20984. These funds will be used to purchase radios and a repeater for the city to improve radio communication and to provide the health department with radios that can be used during an emergency.

**E. [Preparedness Grant Update](#)**

S. Nett recently was advised that the two employees of the Fox Valley Preparedness Consortia will be leaving their positions. The health officers for the involved agencies will be meeting to discuss this and decide how to proceed. This will more than likely put more burden on the local agencies for meeting their preparedness objectives for this year.

**4. ACTION ITEMS**

**A. [Review of Mobile Home Parks Fees \(Licensing Period 7-1-08 to 6-30-10\)](#)**

Moved by Dorothy Jankowski, seconded by Lori Asmus to move

to hold this item until the next meeting for further review of the entire inspection program. This is a two year license. The state is reimbursed annually even though this is a two year permit. The fee needs to cover our costs as well as the reimbursements. After discussing the overall inspection process for all programs, board members decided they wanted more time to review all the programs and fees.

Motion Passed  
Results:

**B. [Review of Agent of the State - DHFS Fees \(Licensing Period 7-1-08 to 6-30-09\)](#)**

Moved by Dorothy Jankowski, seconded by Lori Asmus to move

to hold until the next meeting to allow the health director more time to prepare the fee proposals for 2008. The state is now just notifying the local agencies about their intended increases which will be passed onto the local agencies as reimbursement.

Motion Passed  
Results:

**C. [Review of DHFS Agent for Tattoo Parlor Fees \(Licensing Period 7-1-08 to 6-30-09\)](#)**

Moved by Dorothy Jankowski, seconded by Lori Asmus to move

to hold until the next meeting.

Motion Passed  
Results:

**D. [Review of Agent of the State - Dept. of Ag Fees \(Licensing Period 7-1-08 to 6-30-09\)](#)**

Moved by Dorothy Jankowski, seconded by Lori Asmus to move

to hold until the next meeting to allow the health director more time to prepare the proposed fees for 2008-09. The state has just approved an increase in their fees which will mean an increase in the reimbursement rate charged to the local agents.

Motion Passed  
Results:

**5. HELD OVER BUSINESS**

**A. [Aurora Community Needs Assessment Review](#)**

Moved by Dorothy Jankowski, seconded by Lori Asmus to move

to continue to hold this item until members can thoroughly review the needs assessment and then assess the impact to the community.

Motion Passed

Results:

## **6. ADJOURNMENT**

### **A.**

Moved by Dorothy Jankowski, seconded by Lori Asmus to move

to adjourn at 9:30 AM.

Motion Passed

Results: