

CITY OF MENASHA
Board of Health
Menasha Health Department
August 20, 2008

MINUTES

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1. CALL TO ORDER

Meeting called to order by Vice Chairman L. Asmus at 7:55 AM. Members present: Lori Asmus, Dorothy Jankowski, and Susan Nett. Members excused: Candyce Rusin and Dr. Teresa Shoberg.

2. MINUTES TO APPROVE-MINUTES & COMMUNICATIONS TO RECEIVE

Minutes to approve:

A. [Minutes to Approve](#)

Moved by Dorothy Jankowski, seconded by Lori Asmus to approve minutes from June 11, 2008 meeting.

Motion Passed
Results:

3. REPORT OF DEPARTMENT HEADS/STAFF/CONSULTANTS

A. [June/July 2008 Communicable Disease Report](#)

The monthly communicable disease reports for June and July 2008 distributed and reviewed.

B. [Staff Update](#)

S. Nett reported that Linda Palmbach was hired part time and will be starting in the department on Monday, August 25th. She will be completing her BSN by the end of the year.

C. [Data System](#)

The IT department has been working on a data collection system for the nurses. The CHAMPS software program that was currently used could no longer be supported on our platform and the CHAMPS people were not willing to negotiate a fair price to upgrade to their new system.

D. [Volunteer Recruitment](#)

A volunteer training was held on August 12th at UW-Fox Valley to promote an awareness of the mass clinic site and how it would operate and what types of duties volunteers would be assigned. The health department has approximately 100 volunteers registered and is currently working with the school district to solicit at least 100 more. Loretta Kjemhus has been working on this as a

summer project.

E. Preparedness Carry-Over Funds

Discussions have been ongoing regarding the spending of the emergency preparedness carry-over funds. The objective is to utilize the monies so essential equipment that would be used in an emergency situation can be purchased without a burden on the tax levy.

F. Continuity of Operations Exercise

A continuity of operations exercise was held this summer. The city was well represented with staff from key departments attending. The mayor has indicated he would like to continue working on a continuity of operations plan at one of the department head meetings.

G. West Nile Virus

Currently in Menasha, we have not submitted any dead ravens, crows, or blue jays for West Nile Virus testing. The state has indicated they have had one diagnosed case of West Nile virus to date.

4. ACTION ITEMS

A. 2009 Health Department Budget

S. Nett discussed the 2009 health department budget. All budgetary categories other than personnel costs were to stay the same as 2008 with the exception of utilities which may have a projected increase of 20% in 2009. The grant dollars available for 2009 are unknown except for the preparedness funding which will be approx. \$25,000. The only sub account that could be decreased would be the inservice account. Thought has been given to staff only attending an inservice if it is free or a scholarship is available, otherwise staff can choose to pay the registration fee themselves. More information will be available at the next BOH meeting.

5. HELD OVER BUSINESS

A. None

6. ADJOURNMENT

A. -

Moved by Lori Asmus, seconded by Dorothy Jankowski to -
adjourn at 8:40 AM. Minutes submitted by S. Nett.

Motion Passed
Results: