

CITY OF MENASHA
Board of Health
Menasha Health Department
September 10, 2008

MINUTES

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1. CALL TO ORDER

Meeting called to order by Chairman C. Rusin at 8:23 AM. Members present: Candyce Rusin, Lori Asmus, Dorothy Jankowski, and Susan Nett. Members excused: Dr. Teresa Shoberg.

2. MINUTES TO APPROVE-MINUTES & COMMUNICATIONS TO RECEIVE

Minutes to approve:

A. [8-20-08 Draft minutes](#)

Moved by Dorothy Jankowski, seconded by Lori Asmus to approve minutes from August 20, 2008 meeting.

Motion Passed

Results:

3. REPORT OF DEPARTMENT HEADS/STAFF/CONSULTANTS

A. [Pandemic Preparedness Committee Meeting](#)

The Pandemic Preparedness Committee met in August to review the status of current planning. The waste water treatment plant has their continuity of operations planning done. The Menasha Utilities is in the process of completing their plan. The police department is in the process of completing their plan. The rest of the city departments have the template and are in varying stages of beginning. It is an objective to work with the department heads on continuity of operations planning at a later fall department head meeting (most likely November).

B. [Staff Update](#)

Two new part time public health nurses have started in the past two weeks. Cheryl Laabs' last day is Friday September 19th. Orientation seems to be going well.

C. [August 2008 Communicable Disease Report](#)

The August 2008 communicable disease report for the department was distributed and discussed.

D. [School Surveillance Project](#)

As part of the preparedness objectives for our grant this year, the health department will be implementing a school illness surveillance project. The elementary buildings and Banta preschool

will be participating. The project is simple: the parent identifies what their child is ill with when they call the absenteeism into school. They have three choices: Ill with respiratory symptoms, ill with GI symptoms, or ill other symptoms. The absenteeism rate will be tracked for each building on a weekly basis. The project will begin the first week in October.

E. [Volunteer Recruitment Update](#)

The health department continues to actively recruit volunteers to help in both emergency and nonemergency situations. Our goal is to have 200 volunteers by Dec. 31st.

F. [Continuity of Operations Planning](#)

Continuity of Operations planning has been progressing but slowly as previously discussed under pandemic planning. Once the plan is complete, the city can then do an exercise to see how feasible the plan is.

G. [Farmers Market](#)

S. Nett has the Farmers Market policy for the city to review and see if there is any additional health information that needs to be included.

4. ACTION ITEMS

A. -

5. HELD OVER BUSINESS

A. [2009 Health Department Budget](#)

S. Nett is still preparing the 2009 Health Department budget. Grant dollar amounts for 2009 are not available yet so that portion of the budget can not be completed.

6. ADJOURNMENT

A. -

Moved by Lori Asmus, seconded by Dorothy Jankowski to adjourn at 9:15 AM.

Minutes submitted by S. Nett.

Motion Passed

Results: