

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**

**October 8, 2008**

**8:15 AM**

**AGENDA**

A. CALL TO ORDER

B. ROLL CALL/EXCUSED ABSENCES

C. MINUTES TO APPROVE

1. September 10, 2008

D. REPORT OF DEPT HEADS/STAFF/CONSULTANTS

1. September 2008 Communicable Disease Report
2. School Surveillance Project Update
3. Volunteer Recruitment Update
4. Flu Shots
5. Winnebago County Burden of Injury Report
6. 2008 Wisconsin County Health Rankings (Years of Potential Life Lost / General Health Status)
7. West Nile Virus-Winnebago County
8. Preparedness Carry-Over Funds Update

E. ACTION ITEMS

1. Immunization Clinic Policy – Uncontrollable Clients

F. HELD OVER BUSINESS

1. 2009 Budget
2. 2009 Consolidated Contract Grant

G. ADJOURNMENT

"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

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

**MINUTES**

 [Back](#)  [Print](#)

**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: