

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

8:15 AM

AGENDA

- A. CALL TO ORDER
- B. ROLL CALL/EXCUSED ABSENCES
- C. MINUTES TO APPROVE
 - 1. [October 8, 2008](#)
- D. REPORT OF DEPT HEADS/STAFF/CONSULTANTS
 - 1. October 2008 Communicable Disease Report
 - 2. Volunteer Recruitment Update
 - 3. Flu Shot Update
 - 4. Preparedness Carry-Over Funds – EOC Update
 - 5. Local Health Department Environmental Health Agent State Summary
 - 6. Staff Update
 - 7. School Surveillance Project Update
- E. ACTION ITEMS
 - 1. Environmental Health Policy – Investigation of Non-Foodborne Illness Complaints
 - 2. Immunization Clinic Policy – Missed Appointments, Walk-Ins
- F. HELD OVER BUSINESS
 - 1. 2009 Budget Update
 - 2. 2009 Consolidated Contract Update
 - 3. [Immunization Clinic Policy](#) – Uncontrollable Clients
- 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
316 Racine Street, Menasha**

October 8, 2008

MINUTES

- A. Meeting called to order at 8:25 AM by Chairman C. Rusin.
- B. Present: Lori Asmus, Dorothy Jankowski, Dr. Teresa Shoberg, Candyce Rusin, Susan Nett
- C. MINUTES TO APPROVE
1. Motion to approve minutes from September 10, 2008 meeting made by L. Asmus and seconded by T. Shoberg. Motion Carried.
- D. REPORT OF DEPT HEADS/STAFF/CONSULTANTS
1. September 2008 Communicable Disease Report distributed and discussed.
 2. Board members were updated on the School Surveillance Project. The elementary schools began collecting data October 6, 2008.
 3. L. Kjemhus continues to actively recruit volunteers. There has been a favorable response to the request in the city newsletter. L. Kjemhus has been giving a presentation to school staff in each building at one of their regularly scheduled staff meetings.
 4. Flu Shots for city, utility, and school employees is set for November 18th utilizing a mass clinic setting again at the senior center. Cost this year is \$7.
 5. Winnebago County Burden of Injury Report for 2002-2004 was distributed.
 6. 2008 Wisconsin County Health Rankings (Years of Potential Life Lost / General Health Status) was distributed. Winnebago County moved from #30 to #25 and Calumet County moved from #14 to #19.
 7. Winnebago County reported its first case of West Nile virus in a bird this week. They will continue to accept birds for testing through October 31, 2008 for this year.
 8. Wiring in the EOC will be done using preparedness grant carryover monies from last year.
- E. ACTION ITEMS
1. Immunization Clinic Policy – Uncontrollable Clients
S. Nett explained that the nursing staff was becoming concerned about the increase in children who are out of control, that are attending immunization clinics here in the department. Many are kicking, spitting, biting and parents have not been able to get the child to cooperate. One recent example was a 13 year old

overweight child who tried to stomp on the foot of the nurse giving the vaccines. This child then started screaming and wouldn't let anyone come near her. The mother tried for over 20 minutes to get the child to calm down and take the vaccine. Eventually, the child calmed down enough but a situation like this then puts the whole clinic schedule behind. The nurses had already drawn up the vaccine and to ask the parent to leave with the child and return when the child was under control, meant wasting a dose of a very expensive vaccine. S. Nett questioned if an appropriate policy on what to do in these situations might not be warranted. It does not seem fair to make others wait whose children are in control. Board members expressed support of a policy and suggested S. Nett and staff draft a policy for their review.

F. HELD OVER BUSINESS

1. The 2009 budget meeting was held with the Mayor. There were no changes made except for the addition of the monthly rent.
2. The grant amounts for the 2009 Consolidated Grant Contract have been received for all the programs except lead poisoning prevention. The prevention block grant funding is decreased by \$83; MCH by \$7 and the rest remained the same. The department will also be receiving \$3500 in Radon Education and Awareness. The Lead Poisoning Prevention grant amount has not been determined yet.

G. Motion to adjourn at 9:32 AM made by L. Asmus and seconded by D. Jankowski. Motion carried.

Submitted by Susan Nett

Immunization Clinic Policy

Uncontrollable/Uncooperative Client Behavior

The purpose of this policy is for Menasha Health Department staff to effectively work with uncontrollable/uncooperative client behavior during immunization clinics. Examples of uncontrollable/uncooperative behavior include but are not limited to: biting, scratching, hitting, kicking, and refusal to allow access to the injection site.

Procedure

1. MHD staff will explain to parent/guardian the need for child to sit quietly and request parent/guardian to assist with calming child. Calming techniques include but are not limited to parent/guardian having child sit on their lap, giving the child a hug, or holding the child's hand.
2. If uncontrollable/uncooperative behaviors continue for five or more minutes, and the public health nurse can not safely administer the vaccine, have the parent and child sit in the kitchen/break area of the health department for 15 minutes or when the child demonstrates cooperative behavior, whichever comes first.
3. If after 15 minutes, the child remains uncontrollable and uncooperative, request the parent either re-schedule the appointment or contact the child's medical provider for administration of the vaccine(s) at the provider's office.
4. Inform the parent that an invoice may be sent to them if the (prepared) unused vaccine can not be used for another clinic participant.