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**CITY OF MENASHA  
BOARD OF HEALTH  
Menasha Health Department  
316 Racine Street, Menasha**

**12-10- 2008**

**8:15 AM**

**AGENDA**

- A. CALL TO ORDER
- B. ROLL CALL/EXCUSED ABSENCES
- C. MINUTES TO APPROVE
  - 1. [November 12, 2008](#)
- D. REPORT OF DEPT HEADS/STAFF/CONSULTANTS
  - 1. November 2008 Communicable Disease Report
  - 2. Flu Shot Update
  - 3. 2009 Consolidated Contract Update
  - 4. 2009 Budget Update
  - 5. Emergency Preparedness – Mortuary Plan Update
  - 6. Agent of the State – DHS Fees 2009-2010
  - 7. [MHD-Annual Report 2007](#)
- E. ACTION ITEMS
  - 1. None
- F. HELD OVER BUSINESS
  - 1. [Immunization Clinic Policy – Uncontrollable Clients](#)
  - 2. [Immunization Clinic Policy – Missed Appointments, Walk-Ins](#)
- 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

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**CITY OF MENASHA  
BOARD OF HEALTH  
Menasha Health Department  
316 Racine Street, Menasha**

**11-12- 2008**

**MINUTES**

- A. Meeting called to order at 8:17 AM by Vice Chairman L. Asmus. Chairman C. Rusin arrived at 8:25 AM and relieved Vice Chairman L. Asmus.
- B. Present: Lori Asmus, Dorothy Jankowski, Dr. Teresa Shoberg, Susan Nett, Candyce Rusin (arrived at 8:25 AM).
- C. MINUTES TO APPROVE
1. Motion to approve minutes from October 8, 2008 meeting made by T. Shoberg and seconded by D. Jankowski. Motion carried.
- D. REPORT OF DEPT HEADS/STAFF/CONSULTANTS
1. October 2008 Communicable Disease Report distributed and discussed.
  2. Loretta Kjemhus has been working on recruiting volunteers to assist in an emergency. To date there are a total of 126 volunteers signed up. One third are Menasha School District employees and their families. The target goal is 200 by the end of the year.
  3. Employee flu shots will be administered on November 18<sup>th</sup> at the Senior Center utilizing a mass clinic set-up. Volunteers will assist with checking participants in while staff will administer the vaccine. Cost this year is \$7 per dose.
  4. Preparedness Carryover funds have been used to upgrade the EOC. Wiring needed to be put into the floor to eliminate cords hanging down from the ceiling.
  5. Local Health Department Environmental Health Agent State Summary was shared with board members. This summary lists all agents and what types of inspections are being done as well as whether or not human health hazard ordinances are in place.
  6. Staff Update—A part time nurse has been hired to work 3 days per week to fill the vacant PHN position in the department. This nurse will also have the opportunity to work additional hours using available grant funding.
  7. School Surveillance Project Update—This project started in October. To date the weekly absences at each elementary school have been reported. There has been nothing of significance reported, a few respiratory illnesses (some were listed as asthma).

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## E. ACTION ITEMS

1. Environmental Health Policy – Investigation of Non-Foodborne Illness Complaints  
S. Nett presented this policy at the request of the city sanitarian. As an agent of the state, the department is required to follow-up on all complaints regarding food establishments. This policy/procedure addresses these investigations. See attached. Motion to approve the Environmental Health Policy on Investigation of Non-Foodborne Illness Complaints made by L. Asmus and seconded by D. Jankowski. Motion carried.
2. Immunization Clinic Policy – Missed Appointments, Walk-Ins  
S. Nett discussed whether or not there should be a formal board approved policy regarding missed immunization clinic appointments and what to do with those who don't have an appointment and just walk in for immunizations during regular scheduled clinic times. After discussion, the consensus of the board members was there should be a policy on missed appointments and walk-ins. S. Nett directed to bring policy for review to next board meeting.

## F. HELD OVER BUSINESS

1. 2009 Budget Update—the budget hearing for the health department with the common council was held on Nov. 6<sup>th</sup>. Changes were made based on recommendations from S. Nett (changes were a result of staffing changes).
2. 2009 Consolidated Contract Update—S. Nett is still in the process of negotiating with the state on grant objectives for 2009. For 2009, S. Nett has proposed increasing the fluoride varnish program and holding on the car seat check program as the department doesn't have a certified car seat technician on staff. If possible, one of the newly hired PHNs will be trained in 2009 with a possible resumption of the program in 2010. The department is receiving radon funding for 2009, so that program will be resumed.
3. Immunization Clinic Policy– Uncontrollable Clients  
S. Nett reviewed with board members past history and a concern for staff safety as a driving force in having this policy. Board members questioned how many times a client should be allowed to reschedule if the child's behavior remains the same at the next clinic appointment. It was the consensus of the board members that if the child was still uncooperative/uncontrollable at the second visit, the parent be informed to take the child to a medical provider and not be allowed to reschedule a second time. S. Nett was directed to add this to the draft policy and bring it back to the next meeting for review/approval.

- G. Motion to adjourn at 9:20 AM made by D. Jankowski and seconded by L. Asmus. Motion carried.

Menasha Health Department  
Annual Report  
2007

The mission of the Menasha Health Department is to promote public health, protect consumers, and encourage a high standard of environmental health in response to the needs of the community and school district. This report is a summary of public health/school health services provided in 2007.

Public Health

Public health services in 2007 consisted of communicable disease control, city-wide older adult health program, nursing assessment and guidance for residents of all ages, and information and referral to other agencies. The total number of client visits in 2007 was 7,068. Individuals and families receiving services continue to present with more complex needs requiring more time involvement. Changing demographics in city residents (increase in non-English speaking) also accounts for increased demand for public health nursing services.

As a public health agency, the health department works to improve the health of the community. In 2007, 67 health education and training sessions were provided in the community with 395 attendees. Some of the topics were emergency preparedness which included CPR, First Aid training; communicable disease prevention; and cardiovascular risk reduction.

The health department actively participates in the Fox Cities Healthcare Partnership. The major project of this group in 2007 was the continuation of the Walk to Win program with the inclusion of children. Schools were again targeted in 2007 to actively promote this program among their students. As background information, in 2002, the Fox Cities HealthCare Partnership, made up of Health Officers from the Cities of Neenah, Menasha, Appleton, and Oshkosh Health Departments, as well as from the Winnebago, Calumet, and Outagamie County Health Departments, and representatives from ThedaCare and Affinity Health Care Systems, met to develop an action plan for community wellness programs. The partnership determined that based on key findings from “Behavioral Risk Factor Surveillance System in the Fox Cities – Final Report 2001”, the greatest area of need for programming in the Fox Cities community is the area of “weight/diet/exercise”. This key finding became the key focus of the work of the Fox Cities Healthcare Partnership in 2003.

In 2003, the Fox Cities HealthCare Partnership developed the Fox Valley-wide initiative entitled “Walk To Win”. The primary goal of “Walk To Win” was to improve community health by establishing the habit of regular exercise among more sedentary community members. “Walk To Win” was a true collaboration from the onset bringing together health organizations, including two competing health care systems as well as public health departments from the Cities of Neenah, Menasha, Appleton, Oshkosh, Counties of Winnebago, Outagamie, and Calumet. The YMCA-Fox Cities was also a vital partner in this endeavor. All focused on making a lasting difference in individuals within our Fox Cities community through a program that would encourage non-participating citizens to develop a life-long habit, one day at a time, through a walking program, over a three-month period. Survey results for 2003 are the following:

Participants registered	5,916
Participants who completed 100 miles	2,125

These statistics far exceeded the original projections for this program for 2003. It's interesting to note that 81% of registrants were female with 18% being male.

In 2004, the Fox Cities Health Care Partnership implemented the 2<sup>nd</sup> annual "Walk to Win", continuing its focus on adults, but initiating involvement of children, ages 5 to 17 years of age. Children were encouraged to set individual walking goals of 25, 50, or 75 miles in 3 months. If they reached their goal in 3 months, they were eligible for incentives, i.e. T-shirts, as well as grand prize drawings.

**2004 Statistics were: Adults**

Participants registered	3,838
Participants completing goals	1,331

**Children**

Participants registered	1,378
Participants completing goals	985

In 2005, the Fox Cities HealthCare Partnership implemented the 3<sup>rd</sup> annual "Walk to Win", continuing its focus on adults and children, but enhancing outreach to school-aged children. Children were again encouraged to set individual walking goals of 25, 50, or 75 miles in 3 months.

**2005 Statistics were: Adults**

Participants registered	2,423
Participants completing goals	562

**Children**

Participants registered	1,742
Participants completing goals	1,742

In 2006, the Fox Cities HealthCare Partnership implemented the 4<sup>th</sup> annual "Walk to Win", continuing its focus on children and adults, but increasing outreach to the many school districts in the tri-county area.

**2006 Statistics were: Adults**

Participants registered	1,432
Participants completing goals	1,096

**Children**

Participants registered	1,412
Participants completing goals	1,319

In 2007, the Fox Cities HealthCare Partnership implemented the 5<sup>th</sup> annual "Walk to Win", continuing its focus on all ages of individuals, but including increased outreach to schools and businesses. With the assistance of the Activate Fox Cities Leadership Group, marketing and outreach efforts were greatly enhanced.

**2007 statistics were:**

Online Registrants	3,627
Group Registrants	2,205
School Registrants	5,243
Business Registrants	1,576
Other Registrants	<u>97</u>
<b>Total Registrants</b>	<b>12,748</b>

The health department continues to participate in the regional public health preparedness consortia established in 2002. The purpose of the consortia is to have the capability to respond to a public health emergency either from an act of terrorism or a widespread communicable disease outbreak such as pandemic flu. The health department tested its capacity to do a mass clinic by giving employee flu shots in a mass clinic setting. 2007 planning focused on being prepared for pandemic flu. Preparedness planning will continue into 2008 and the future.

The following communicable diseases were reported in:

	<u>2005</u>	<u>2006</u>	<u>2007</u>
Chlamydia } Sexually	59	41	47
Gonorrhea } Transmitted	15	4	10
Genital Herpes } Diseases	6	9	15
(Primary Infection)			
Hepatitis C	6	6	5
Giardiasis	4	0	3
Campylobacter Enteritis	4	2	3
Salmonellosis	2	2	2
Hepatitis B	5	3	2
Lyme Disease	1	1	3
Non tuberculous Mycobacterial Disease	0	2	0
Streptococcus group B	0	1	0
E-Coli	0	0	1
Pertussis	2	0	1
Strep pneumoniae invasive disease	1	1	0
Cryptosporidiosis	0	1	2
Histoplasmosis	0	1	0
Dengue Fever	0	1	0
Legionellosis	0	1	0
Viral Meningitis	0	0	2
Mumps	0	0	2

The Menasha Health Department has 2 immunization clinics per month. Following is a summary of immunization information for:

	<u>2005</u>	<u>2006</u>	<u>2007</u>
Number of participants (Regular scheduled clinics)	364	375	317
Number of immunizations given	885	809	745
Number of Hepatitis A doses – Adult	4	9	8
Number of Hepatitis B doses - Adult	64	51	54
	<u>2005</u>	<u>2006</u>	<u>2007</u>

Number of Employee Flu Shots (includes city, utility and school district employees, and their spouses)	219	229	222
Number of Senior Citizen Flu Shots	76	145	140

Different types of screenings are provided throughout the year either through public health nursing services, the prevention program, or 60+ adult health services. The following screenings were provided:

	<u>2005</u>	<u>2006</u>	<u>2007</u>
Blood Pressure (public health)	422	220	209
TB Skin Tests	43	19	20
Urine Screening (High School Wrestlers)	22	25	34

#### 60+ Health Screenings

	<u>2005</u>	<u>2006</u>	<u>2007</u>
Skin Cancer	38	39	38
Blood Pressure	829	846	577
Urine	6	5	20
Colorectal	10	13	15
Hearing**	0	0	12
Anemia**	0	0	18
Wellness Panel*	86	111	98
Hand Massage/Massage	16	29	43

\* Coordinated with Theda Care Labs.

\*\*Not offered in 2005, 2006

#### Environmental Health

The environmental health program consists of an inspection program of eating, drinking, and retail food establishments, and investigations of complaints of human health hazards. The sanitarian is also in charge of the weights and measures program for the city.

Inspections:		<u>2005</u>	<u>2006</u>	<u>2007</u>
	Eating and Drinking Establishments	128	101	160
	Retail Food Establishments	37	48	50
	Vending Machines (Food)	28	24	31

2005    2006    2007

	Temporary Food Stands	33	36	39
	Pools and Pool Sampling	7	8	10
	Mobile Home Park	1	1	1
	Weights/Measures	305	359	408
	Asbestos (Contract with DNR)	36	33	29
	Non-DNR Asbestos	7	9	7
	Tattoo Establishments	2	2	3
Human Hazard Investigations:	Air Quality	15	16	13
	Lead Hazards	27	18	17
	Radon Kits	118	21	12
	Housing	19	31	37
	Animal Issues/Animal Feces	58	89	66
	Sewage	7	9	4
	Solid Waste (Garbage)	39	58	42
	Other: Rodents, etc.	26	23	22

### School Health

The Menasha School District contracts with the Menasha Health Department for school nursing services. In addition to vision, hearing, scoliosis, and dental screenings, the nurses provide individual health assessments including health counseling, monitor the health and coordination of health services for students with special health care needs, and provide classroom instruction on dental health, human growth and development including prevention of sexually transmitted diseases, and various other health related topics. There are four school health aides – 3 are assigned to elementary buildings and 1 is assigned to the middle school. They provide service over the lunch period primarily dispensing medications, providing first aid, and caring for ill children. Health department staff also provide CPR/FIRST AID certification that is now required for school employees. All school buildings are now equipped with AEDs (automatic external defibrillators). Each school has an identified emergency response team trained by health department staff. Emergency training drills are done three times during the school year in each school.

	<u>2005</u>	<u>2006</u>	<u>2007</u>
Number of individual contacts for assessment, health procedures, health teaching, etc.	8312	9971	8957
Number of individual health conferences (IEP meetings, core team meetings, etc.)	210	**	**
	<u>2005</u>	<u>2006</u>	<u>2007</u>
Vision screenings	1622	1701	1725

Number referred	96	92	120
Hearing screenings	1570	1222	1208
Number referred	71	59	49
Scoliosis screenings	299	223	191
Number referred	1	0	0
Dental screenings	1522	1640	1637
Number referred	208	296	288
Educational presentations	**	**	134
Number attending	**	**	2954

\*\*Not available

The staffing pattern in the health department for 2007 consisted of a full-time director/PHN, a full-time sanitarian/sealer of weights and measures, 2 full-time public health nurses (PHN), 1 full-time public health aide, 2 part-time PHN, 1 part-time dental hygienist, 4 part-time school health aides, 2 limited part-time vision/hearing screeners, and 1 limited part-time Hispanic interpreter.

The funding sources for the health department consist of grants, fees for service, license fees, school health contractual arrangements, donations, and city tax levy monies. Total expenditures for 2007 were \$567,577. The local tax levy provided \$134,952 with the remaining \$432,625 coming from all other sources of funding combined.

# **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.

## Immunization Clinic Policy Miss Appointments/Walk-Ins

The purpose of this policy is for Menasha Health Department to effectively manage client attendance at scheduled immunization clinics in the department.

### MISSED APPOINTMENTS

Clients who miss an immunization clinic appointment without notice to the Menasha Health Department, will be contacted by the public health aide following the missed appointment. If the client wishes, another appointment will be scheduled at a future immunization clinic appointment. If the client again misses the re-scheduled appointment without notice to the Menasha Health Department, the client will not be allowed to reschedule a third appointment, unless approved by the health officer. Documentation of the missed appointments will be kept on file.

### WALK-INS

Clients presenting themselves without an appointment at a scheduled immunization clinic will be given the following options:

1. If the client lives in Menasha or has children in the Menasha Schools, the client can choose to wait until those clients with an appointment have been taken care of. If the client is not willing to wait, the client will be given an appointment at a future immunization clinic.
2. If the client is a non-resident and has no children in the Menasha Schools, the client will be offered an appointment at a future immunization clinic.