

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**

01-14-2009

8:15 AM

AGENDA

- A. CALL TO ORDER
- B. ROLL CALL/EXCUSED ABSENCES
- C. MINUTES TO APPROVE
 - 1. [December 10, 2008](#)
- D. REPORT OF DEPT HEADS/STAFF/CONSULTANTS
 - 1. December 2008 Communicable Disease Report
 - 2. 2008 Wisconsin Counties Health Ranking
 - 3. MCH Program – Index of Start Strong Indicators 2008
 - 4. Smokeless Tobacco in the US
- E. ACTION ITEMS
 - 1. Parochial School Fees – School Year 2009-10
 - 2. [24/7 Emergency Coverage Policy](#)
 - 3. 2009-10 Agent of the State Fees – DHS
 - 4. 2009-10 Agent of the State Fees – DATCP
 - 5. Tattoo Parlor/Body Piercing Establishment Fees – 2009-10
- F. HELD OVER BUSINESS
 - 1. None
- 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**

12-10- 2008

MINUTES

- A. Meeting called to order at 8:20 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 November 12, 2008 meeting made by D. Jankowski and seconded by T. Shoberg. Motion carried.
- D. REPORT OF DEPT HEADS/STAFF/CONSULTANTS
1. November 2008 Communicable Disease Report distributed and discussed.
 2. Flu Shot Update---all doses of adult and children vaccine have been given for this year.
 3. 2009 Consolidated Contract Update—the contract will be going to the common council for the administration committee meeting on 12-15-08. All objectives were successfully negotiated.
 4. 2009 Budget Update—the common council approved pay increases of 2% on 1-1 and 1% on 7-1 for non represented employees. Three health insurance options were offered. There should be a cost savings in the budget if the employees choose the cheaper option of HMO4.
 5. Emergency Preparedness – Mortuary Plan Update---There will be a meeting in March to showcase the plan for Winnebago County. The health departments in the county along with the funeral directors, coroner's office, and emergency management have been diligently working on this plan for the past year.
 6. Agent of the State – DHS Fees 2009-2010. S. Nett informed board members that the state has increased their fees for restaurants etc. effective in 2009. This will affect our fees because we are billed 10% of their fees on an annual basis for state oversight of the agent health departments. S. Nett distributed a copy of the new state fees which have increased approximately 50% each year for the next two years. The fees for our program will be reviewed in the coming months.
 7. MHD-Annual Report 2007---S. Nett distributed a copy of the annual report for the department for 2007. L. Asmus questioned why the immunization numbers

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showed a decrease. S. Nett explained that now physician offices are able to obtain state supplied vaccine so they are not sending those individuals here for vaccine as they had in the past.

E. ACTION ITEMS

1. Immunization Clinic Policy---Missed appointments, and Walk-Ins was listed under held over business but it should have been listed as an action item. Board members reviewed the policy. L. Asmus stated she was glad the policy allowed the health officer to approve the rescheduling of a third appointment because sometimes there are extenuating circumstances that would necessitate this approval. Motion to approve the policy made by T. Shoberg and seconded by L. Asmus. Motion carried.

F. HELD OVER BUSINESS

1. Immunization Clinic Policy – Uncontrollable Clients -----S. Nett discussed that she had made the recommended change to the policy of allowing the child only two opportunities to receive immunizations at the health department if uncontrollable and also added unless approved by the health officer to stay consistent with the Missed Appointments policy. Motion to approve the policy made by L. Asmus and seconded by T. Shoberg. Motion carried.

- G. Motion to adjourn at 9:10 AM made by D. Jankowski and seconded by L. Asmus. Motion carried.

Submitted by Susan Nett RN MPA

MENASHA HEALTH DEPARTMENT

24/7 COVERAGE POLICY

POLICY STATEMENT: The Menasha Health Department will have a call list of staff members who will be available for after hours emergencies. These emergencies include natural disasters, acts of terrorism (biological, chemical, radiation, WMD), communicable disease outbreaks, and other public health threats.

PROCEDURE: The attached call-list will be activated for after hours emergency coverage. The staff member receiving the call will:

1. Assess the situation to determine the appropriate response.
2. Contact the Public Health Director.
3. Initiate the response needed to address the situation utilizing necessary protocols i.e. Epi-net manual for communicable disease, SNS plan for preventive pharmaceuticals, Public Health Preparedness plan for emergency situations.
4. The Public Health Director or designee will call in additional staff as needed.

REIMBURSEMENT:

1. Salaried exempt employees responding to an emergency after hours call will not be reimbursed for the additional response time. It is an expectation of these positions that staff will make every effort to respond except during vacation or as situation warrants.
2. Salaried non-exempt employees responding to an after hours emergency call will be reimbursed commencing at the time the call is received and continuing until their services are no longer needed to address the emergency situation. Reimbursement may be given as compensatory time based on acceptable labor laws.
3. Part time hourly employees responding to an after hours emergency call will be paid at the normal hourly rate in effect at the time of the call and commencing at the time the employee begins responding.

Prepared by: Susan Nett

Date: Revised 11-14-08

BOH Approval: