

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**

08-11-2010

MINUTES

- A. Meeting called to order at 8:09 AM by Chairman C. Rusin.
- B. Present: Dorothy Jankowski, Candyce Rusin, Lori Asmus, Dr. Teresa (Shoberg) Rudolph, Susan Nett
- C. MINUTES TO APPROVE
 - 1. Motion to approve June 9, 2010 minutes made by D. Jankowski and seconded by T. Rudolph. Motion carried.
- D. REPORT OF DEPT HEADS/STAFF/CONSULTANTS
 - 1. June/July 2010 Communicable Disease Report distributed and discussed. Board members commented on the increasing numbers of Lyme Disease cases.
 - 2. Convoy of Hope – This event is for low income families throughout the Fox Cities. Adult Immunizations will be offered at this event scheduled for August 14th. Immunization stimulus funding will be used to cover the cost.
 - 3. Immunization – Site Review by State. The health department’s immunization program was reviewed in June by the state immunization program. A written report of that review has not been received however verbal comments during the review indicated that acceptable policies and procedures are being followed.
 - 4. Adult Influenza Vaccine Plan Update. The department has ordered 400 doses of seasonal influenza vaccine for adults and is now scheduling clinics at local businesses for the months of October and November.
 - 5. CVMIC Safety Review—the city’s liability insurance carrier does a review of policies and procedures every 3 to 4 years. This was the first review for the health department since assuming the responsibilities of the safety program for the city. T. Drew had all the documents organized and ready for review and received the highest number of points (4) in each of the areas we are responsible to maintain.
 - 6. Consolidated Grant Contract 2011. To date, the department has been notified that the MCH grant will be decreased by 7.5% of the 2010 amount. There will be no radon funding as the limited funds available will be given to those health departments who have not received radon funding in the past.
 - 7. H1N1 Grant Funding Update. The deadline to expend funds for H1N1 activities has been extended through Aug. 31, 2010. The funds allocated to us have been spent.

"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

8. Update on Merger Discussions with Neenah. S. Nett gave a brief report on activities that have occurred to date in discussions with Neenah regarding a merger of the two health departments. Currently, a comparison of job descriptions and salaries and benefits is being completed.
9. Update on Merger Discussions with Winnebago County. S. Nett reported there have been no further meetings with Winnebago County to discuss a countywide merger. Winnebago County has proposed paying for a study to assess possibilities but a final RFP for the study has not yet been presented. L. Asmus again questioned what happens to the Calumet County portion of the city if there were to be a merger with Winnebago County. She still feels the taxpayers are getting the best for less with the way the health department is set up now with its relationship with the school district.
10. Staffing Changes. S. Nett reported one of the part time nurses resigned her position to take a position with UW-O as a nursing instructor. She recently finished work on her master in nursing degree. In the interim, nursing duties have been reassigned in the department and a hold placed on hiring a replacement. A part time grant nurse will become a full time grant nurse.

E. ACTION ITEMS

1. None

F. HELD OVER BUSINESS

1. None

G. ADJOURNMENT

1. Motion to adjourn at 9:20 AM made by D. Jankowski and seconded by T. Rudolph. Motion carried. Next Meeting September 8, 2010

Submitted by Susan Nett RN MPA