

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**

04-14-2010

8:00 AM

AGENDA

- A. CALL TO ORDER
- B. ROLL CALL/EXCUSED ABSENCES
- C. MINUTES TO APPROVE
 - 1. [March 10, 2010](#)
- D. REPORT OF DEPT HEADS/STAFF/CONSULTANTS
 - 1. [March 10 Communicable Disease Report](#)
 - 2. [PH Emergency Response Report](#)
 - 3. County Health Rankings – 2010 Wisconsin
 - 4. H1N1 Vaccine Update
 - 5. 60+ Grant Funding - 2011
 - 6. Infection Control Toolkit – Faith Based Communities - Update
 - 7. School Based Clinics – Update
 - 8. DATCP and DHS Annual Review Letter
- E. ACTION ITEMS
 - 1. Election of Offices: Chairman and Vice Chairman
- 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**

03-10-2010

MINUTES

- A. Meeting called to order by Chairman C. Rusin at 8:05 AM.
- B. Present: Candyce Rusin, Dorothy Jankowski, Dr. Teresa Shoberg, Lori Asmus, Susan Nett
Also Present: City Sanitarian Todd Drew RS
- C. MINUTES TO APPROVE
1. Motion to approve February 10, 2010 minutes made by L. Asmus and seconded by D. Jankowski. Motion carried.
- D. REPORT OF DEPT HEADS/STAFF/CONSULTANTS
1. February 2010 Communicable Disease Report distributed and discussed. C. Rusin questioned the number of Hep C cases. S. Nett explained there is an increase in the number of Hep C cases statewide and is being seen locally as well. Most of those diagnosed have a history of IV drug abuse.
 2. H1N1 Vaccine Update---To date, the health department has administered 3978 doses of H1N1 vaccine. There is another clinic scheduled for today. S. Nett commended the staff of the health department for their efforts in targeting at risk populations. Vaccines were administered by staff and volunteers. The health department did not need to contract with any agency for vaccinators.
 3. I3 Stimulus Finding – S. Nett discussed the projects to be completed using the immunization stimulus funding. The major initiatives will be school based clinics for required vaccines and adult immunizations for disparate populations.
 4. Part Time Grant PHN Position—the department recently hired a part time nurse completely funded by grants. The position will only continue if there is grant funding to support it in the future.
 5. H1N1 Grant Funds – the grant funds allocated for the public health emergency response efforts need to be expended by July 31, 2010. The department continues to hold H1N1 clinics and will also use the remaining funds to purchase supplies that need to be replaced as well as a portable copier to be used at future mass clinics.
 6. Community Needs Assessment – Every 5 years the department is required to update its community needs assessment. This is the end of year five. Planning has begun to do a community needs assessment in conjunction with the Appleton and Neenah Health departments and Affinity and Thedacare health systems. The

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results of the needs assessment will become part of the United Way's Life Study for 2011.

7. Seasonal Flu – S. Nett shared the plan for distribution of seasonal flu vaccine for children for this coming fall using a mass clinic setting at one of the schools. This would be free for those through 18 years of age.

E. ACTION ITEMS

1. Review Agent of the State – DHS Fees 2010-11. Sanitarian Drew presented the proposed fees for the license period 7-1-10 to 6-30-11. The fee increase is 2% except for re-inspection fees which will increase \$50 for each category. The increase will set fees comparable to surrounding communities. T. Drew explained the need to raise the re-inspection fees to gain compliance when there are significant violations not being addressed and to be comparable to the state re-inspection fees. L. Asmus questioned how many establishments have issues with noncompliance of critical violations. T. Drew responded 2 or 3 and further related that these are repeat critical violations which may get corrected but then are found again on subsequent routine inspections. C. Rusin questioned why the not for profit temporary fee wasn't increased. T. Drew responded that with the pre-training required, his time has decreased for the inspection and the current cost is adequate. T. Drew also explained the new fees for pre-inspection of new water attractions stating that he now has to do more during the pre-inspection to meet commerce codes and this will cover his costs to review plans and do site inspections. T. Drew also requested a fee structure for hotel/motels etc. citing that even though we don't have those facilities in Menasha, if one were to open here we would have no fee structure in place and these are all part of the agent contract. Motion to recommend for approval to the common council made by T. Shoberg and seconded by D. Jankowski. Motion carried.
2. Review Agent of the State – DATCP Fees 2010-11. Sanitarian Drew presented the proposed fees for the license period 7-1-10 to 6-30-10. The fee increase is 2% except for the re-inspection fees which will increase \$50 for each category B and C. L. Asmus questioned why Category A wasn't also increased. T. Drew responded the current fee is adequate for that size establishment to gain compliance on critical violations. Motion to recommend for approval to the common council made by L. Asmus and seconded by T. Shoberg. Motion carried.
3. Review Tattoo Parlor/Body Piercing Establishment Fees – 2010-11. Sanitarian Drew presented the proposed fees for 7-1-10 to 6-30-10. Proposed fee increase is 2%. T. Drew is also recommending adding a re-inspection fee. Currently there are no operating tattoo parlors in the city. Motion to recommend for approval to the common council made by D. Jankowski and seconded by L. Asmus. Motion carried.
4. Review Manufactured Home Park Fees – Dept. of Commerce 2010-2012. Sanitarian Drew presented the proposed fees for 7-1-10 to 6-30-12. This is a 2 year license. Part of the fee is pass through monies for the Department of Commerce. C. Rusin questioned if there have been critical violations noted during

the inspections. T. Drew responded no. Motion to recommend for approval to the common council made by D. Jankowski and seconded by L. Asmus. Motion carried.

F. HELD OVER BUSINESS

1. None

G. ADJOURNMENT

1. Motion to adjourn at 9:05 made by D. Jankowski and seconded by L. Asmus. Motion carried. Next meeting April 14, 2010.

Submitted by Susan Nett

DRAFT

**Menasha Health Department
Communicable Disease Report
March 2010**

Chlamydia Trachomatis	5
Hepatitis C	1
Mycobacterial Diseases (Non-tuberculous)	1



Public Health Emergency Preparedness Report Menasha Health Department H1N1 Response

Since 2001, the Menasha Health Department has received Public Health Emergency Preparedness grant funding to prepare for public health emergencies. In 2009, the health department also received Public Health Emergency Response funding to respond to the Novel Influenza A H1N1 (swine flu) pandemic.

2009 was a year in which public health emergency preparedness initiatives were tested through real-life response. Local response activities were in the following categories: disease surveillance and containment; public information; and vaccine management and distribution.

Disease Surveillance and Containment

Primary activities included:

- 1) Participating in weekly webcasts hosted by the Wisconsin Department of Health Services to receive current situation reports and recommendations for response.
- 2) Monitoring and reporting the incidence of H1N1 infections in the city.
- 3) Conveying laboratory testing guidelines to clinicians.
- 4) Offering guidance and appropriate infection control measures and personal protective equipment such as gloves and masks.
- 5) Insuring isolation and quarantine orders as needed to limit spread by infected individuals.
- 6) Monitoring Menasha Schools' absences on a daily basis.
- 7) Providing consultation on closures to schools, and others as requested.
- 8) Maintaining a back up supply of antiviral medications for use by physicians and pharmacists in the event of short supply.
- 9) Entering data on cases of H1N1 infections into the Wisconsin Electronic Disease Surveillance System.

Public Information

Public health has a responsibility to promptly and accurately share information with the public so that adequate measures can be taken to protect their health. Various messages were delivered through email, memos to families of pre-school and school age children, newsletters, city website, and the media (newspaper, radio, television). Message content included: nature of the H1N1 virus and outbreak; infection control messages (handwashing, cover coughs and sneezes, stay home when ill, and get vaccinated); symptoms of H1N1

infection, when to seek medical care, and isolation of sick individuals at home; vaccination clinics being offered and eligible target groups to be vaccinated.

Vaccine Management and Distribution

Vaccine was distributed according to guidelines established by federal and state health officials to meet defined target populations considered to be at highest risk for contracting H1N1 infection. Multiple clinics were held at the Menasha Health Department, Menasha Schools, Menasha Senior Center, and various Menasha industries. As of 3-17-2010, 4005 doses of H1N1 vaccine were given by Menasha Health Department nurses and volunteer licensed medical providers. A total of 58 volunteers (includes the licensed medical providers) assisted with the clinic duties providing 418 volunteer hours. All H1N1 vaccine doses were entered into the Wisconsin Immunization Registry.