

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
Minutes
April 13, 2011**

A. Meeting called to order at 8:05 AM by Chairman C. Rusin.

B. Present: Candyce Rusin, Lori Asmus, Dr. Teresa Rudolph, Dorothy Jankowski, Sue Nett

C. MINUTES TO APPROVE

1. Motion to approve minutes from March 9, 2011 meeting made by T. Rudolph and seconded by L. Asmus. Motion carried.

D. REPORT OF DEPT HEADS/STAFF/CONSULTANTS

1. March 2011 Communicable Disease Report distributed and discussed.
2. Consolidation Study update given by L. Asmus and S. Nett. A steering committee meeting was held on 4-12-11 to review Baker/Tilly assessment results from interviews with staff and elected officials. Options for various models to study were presented. These included a county wide model, various city/county options, and a Neenah/Menasha option. Steering committee members wanted to further explore a county wide option. Menasha will not be part of the study for the county wide option if the Calumet County portion of the city has to be separated out. C. Rusin questioned why there was a media release on a local TV station indicating the health departments were going to a unified county health department, and there would be staff layoffs and this would be in place by summer without any opportunity for BOH and common council discussion. S. Nett and L. Asmus were both unaware of any media release as the study is still in an exploratory phase. S. Nett to check into this further with Baker/Tilly and will advise BOH members as needed.
3. Community Needs Assessment update given by S. Nett. There is a meeting scheduled on 4-14-11 with St. Norbert College to review the draft survey results and discuss the items to be included in the final report. This is the third needs assessment done in the last 10 years so there should be data to compare for improvement etc.

E. ACTION ITEMS

1. Review and Approve DHS Agent of the State Agreement for 3-18-2011 through 3-18-2016. S. Nett explained she had asked the city attorney if the BOH could approve this agreement and as of meeting time hadn't heard back. S. Nett suggested either holding the agreement until the next meeting or provisionally approving it based on the response back from the city attorney. After discussion, D. Jankowski made a motion, seconded by T. Rudolph to provisionally approve the agreement based on the response from the city attorney. Motion carried.

F. HELD OVER BUSINESS

"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

1. Review and set fees for DHS Agent of the State 7-1-11 to 6-30-12 licensing year. S. Nett presented the proposed fees for food establishments. L. Asmus requested a summary of how the fees were calculated. S. Nett explained all of the proposed fees were calculated together using the expenditures for the sanitarian for 2011. The sanitarian spends 55% of his environmental health time to food establishment including tattoo parlor inspections. The associated costs include personnel costs, supplies, mileage etc., a portion of the rent and utilities and the pass through fees sent to the state. The difference between the revenues collected for 2010 and what was needed to cover the 2011 expenses is \$3239, which is a 13% increase. Two of the categories are proposed to increase to the new state fee—the complex restaurant and the DPI base. These two categories require extensive inspections based on their complexity in the food preparation process according to FDA standards. Motion to recommend to the common council for approval the proposed fees for 2011-12 made by D. Jankowski and seconded by L. Asmus. Motion carried.
2. Review and set fees for Tattoo Parlors 7-1-11 to 6-30-12 licensing year. S. Nett explained the proposed fees. D. Jankowski questioned how many tattoo parlors are currently licensed in Menasha. S. Nett explained there is only one and it is a cosmetic place. Motion to recommend to the common council for approval the proposed fees for 2011-12 made by T. Rudolph and seconded by L. Asmus. Motion carried.
3. Review and set fees for DATCP Agent of the State 7-1-11 to 6-30-12 licensing year. S. Nett explained the new categories as established by the Department of Ag and the associated pass through fee from the state. The category that originally was assigned to a grocery store is now assigned to a large convenience store such as a Kwik Trip. The grocery stores were broken down into a large size such as a Walmart Superstore and a smaller size such as a Piggly Wiggly, all based on the amount of food sales they have. L. Asmus questioned how these fees compare to other health departments in the area. S. Nett related they were comparable in the past but not sure now since all health departments were still in the process of setting their fees based on the new state fees. S. Nett reminded board members that the fees needed to cover the costs of the program and state statute allowed for 100% recoupment of costs. Motion to recommend to the common council for approval the proposed fees for 2011-12 made by T. Rudolph and seconded by L. Asmus. Motion carried.

G. ADJOURNMENT

1. Motion to adjourn at 9 AM made by L. Asmus and seconded by D. Jankowski. Motion carried. Next meeting May 11, 2011.

Submitted by Sue Nett