

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 9, 2014**

- A. Meeting called to order at 8:05 AM by Chairman Candyce Rusin.
- B. Present: Candyce Rusin, Dr. Teresa Rudolph, Ruth Neeck, Susan Nett,  
Others Present: Admin. Services Director Peggy Steeno (arrived at 9:20 AM)  
Excused: Lori Asmus
- C. MINUTES TO APPROVE
1. Motion to approve minutes from March 13, 2014 meeting made by T. Rudolph and seconded by R. Neeck. Motion carried.
- D. REPORT OF DEPT HEADS/STAFF/CONSULTANTS
1. March Communicable Disease Report distributed and discussed. T. Rudolph questioned the salmonellosis case and did we know the source. C. Rusin noted the increasing number of Hepatitis C cases.
  2. Report on Blood Lead Levels in Children for 2006-2010 shared with board members. S. Nett explained the CDC set BLL of 5 mcg/dL as a reference value to trigger interventions to prevent more lead exposure because no lead in the body is safe. In Wisconsin the current statutory definition of lead poisoned is a BLL of 10 mcg/dL or more. The report shows 2 children in Menasha during the referenced time frame had BLL greater than 10 mcg/dL while 68 had BLL of 5-9 mcg/dL. This is difference of more than 10 times the amount between BLL >10 mcg/dL and BLL 5-9 mcg/dL. C. Rusin questioned what is being done to address this. S. Nett explained that lead prevention education and an environmental assessment is done as well as necessary follow-up blood testing.
  3. Vaccine Preventable Disease Surveillance 2013 report was distributed and each individual disease category was discussed and explained.
  4. Meeting with NE Regional PH Director – S. Nett explained the new NE Regional PH Director spent the morning at the department meeting the staff, learning about programs and services in the department, and discussing with administrative staff regulations in place for replacing the current health department director when she retires.
  5. Community Health Improvement Plan – S. Nett updated the staff on the progress of creating a written document of the community health improvement plan. The plan will have sections that relate to the dental programs, and to childhood obesity.
  6. Local HD 140 Review – S. Nett will assist the staff to have as much documentation as needed before she retires in May. The local review is due in July but can be completed anytime this year.
  7. Parochial School Fees. S. Nett explained she overlooked the due date for reporting any changes in fees to the parochial school administrators per the

"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."

contract agreement date. Subsequently fees will stay the same for the school year 2014-15. T. Rudolph questioned if there were any changes that needed to be made as the fees were just adjusted last year and exactly how many hours are actually billed. S. Nett replied if there were any changes they were just a few cents and the revenue from these agreements is under \$500 annually.

8. PH Director Retirement Update. P Steeno discussed with the board the memo that was shared with the common council and the recommendations from the state. Board members had questions on who would provide training if the current director was retired when the new director assumed duties. C. Rusin questioned what the timeframe was before they could bring the current director back to help with the orientation of the new director. P. Steeno responded 75 days. C. Rusin questioned if it was possible to do something like that if needed and the current director was available and willing to assist. P. Steeno responded there could be some kind of contractual arrangement if needed as it has been done in the past in other departments.
9. Recruitment and Hiring Process for Public Health Director explained by P. Steeno. Interviews for 4-5 candidates are going to be scheduled for April 15<sup>th</sup>. Interview panel will consist of the BOH chair, a school district representative, a local health officer, another department head in the city, and P. Steeno.

#### E. ACTION ITEMS

1. Review and Determine fees for 60+ Program Wellness Program. S. Nett explained that Consultants Lab from Fond du Lac is going to do the wellness screening as the lowest fees for the tests we wanted were able to be negotiated with them. A chart was distributed identifying the current costs, and the proposed costs. S. Nett indicated she struggled with how much to add for the donation fee as some of the tests doubled or increased by 50%. R. Neeck asked what the donation fee was used for and S. Nett responded program costs other than personnel costs. T. Rudolph felt that if you didn't ask for an appropriate donation now, and had to once again increase the costs, there may be discontent about another increase. She felt the increase now should include at least a \$3 donation. C. Rusin and R. Neeck both echoed the same. Motion to accept the fees as proposed to include a \$3 donation fee made by R. Neeck and seconded by T. Rudolph. Motion carried.

#### F. HELD OVER BUSINESS

1. None

- G. Motion to adjourn at 9:30 AM made by R. Neeck and seconded by T. Rudolph. Motion carried. Next Meeting May 14, 2014