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**CITY OF MENASHA
BOARD OF HEALTH
Menasha Health Department
316 Racine Street, Menasha**

June 11, 2014

8:00 AM

AGENDA

- A. CALL TO ORDER
- B. ROLL CALL/EXCUSED ABSENCES
- C. MINUTES TO APPROVE
 - 1. [May 14, 2014](#)
- D. REPORT OF DEPT HEADS/STAFF/CONSULTANTS
 - 1. [May Communicable Disease Reports](#)
 - 2. Weight of the Fox Valley Update
 - 3. Mass Clinic Walk-Through Update
 - 4. Mayor's Appointment of Interim Health Officer
 - 5. Annual Report 2012-2013
 - 6. Health Assessment for Volunteers
- E. ACTION ITEMS
 - 1. Review and Approval of Community Health Improvement Plan
 - 2. Review and Approval of Division of Public Health Contract between Wis DHS and MHD for Tuberculosis Dispensary Services for the Period of July 1, 2014 through June 30, 2015
- F. HELD OVER BUSINESS
 - 1. None
- G. ADJOURNMENT
 - 1. Next Meeting August 13, 2014

"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: Ruth Neeck, Lori Asmus, Candyce Rusin, Theresa Rudolph

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**CITY OF MENASHA
BOARD OF HEALTH
Minutes
May 14, 2014**

- A. Meeting called to order at 8:10 AM by Chairman C. Rusin. C. Rusin took a moment to thank S. Nett for all her years of dedicated service to the community and wished her the best in retirement.
- B. Present: Candyce Rusin, Lori Asmus, Dr. Teresa Rudolph, Ruth Neeck, Susan Nett
- C. MINUTES TO APPROVE
1. Motion to approve April 9, 2014 minutes made by R. Neeck and seconded by L. Asmus. Motion carried.
- D. REPORT OF DEPT HEADS/STAFF/CONSULTANTS
1. April Communicable Disease Report presented and discussed. T. Rudolph expressed concern over increasing number of Hepatitis C cases. S. Nett commented most of the recent cases have been IV drug users who have been sharing needles.
 2. LHD Survey – 2012 distributed. S. Nett commented that board members could review the report and call with any questions.
 3. Pertussis Report – Jan-April 2014. S. Nett explained the state is still experiencing cases of whooping cough though the number to date is less than the number to date for a year ago. The health department still occasionally receives reports of individuals who have been tested and have negative results. Staff still needs to follow-up to determine if these are probable cases.
 4. Mumps Update for Wisconsin. S. Nett discusses the number of mumps cases in the state is increasing. As of 5-9-14, there have been 30 confirmed cases, with a little over half associated with a university.
 5. Weight of the Fox Valley Update. S. Nett discussed the two focuses being presented at the next summit meeting, worksite wellness and healthy communities. Health department staff will be attending the summit.
 6. FCHCC – Needs Assessment Update. S. Nett explained the Fox Cities HealthCare Coalition has been meeting monthly. The next needs assessment will be done at the end of this year. The group is in the process of putting an RFP together for the phone survey. There is a cost for the needs assessment and in the past, prevention grant dollars have been used to cover the cost. If there are prevention dollars available, S. Nett suggested using them to cover survey cost. If not, then there maybe Medicaid revenue that could be used to cover the cost.
 7. Hiring Process for PHD – Update for Interim. S. Nett explained the director's position was re-advertised last Friday. Applications will be accepted through June 2, 2014. Interviews will be scheduled the second week in June.
 8. MCH Program – Update given by S. Nett who explained that a report card was emailed to grant recipients this year (new). The report card for this health

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- department indicated improvement was needed and grant objectives for 2013 were not met. S. Nett requested to meet with the state grant contract administrator to discuss the report card and the fact that the health department has never had an issue with meeting grant objectives. Since the negotiation process for the 2014 objectives was very difficult and this department was the last one in the state to finalize the MCH objectives, S. Nett had voiced concerns with the state MCH lead. The report card came after that complaint was initiated so S. Nett wanted feedback to determine what the basis was for issuing an incomplete.
9. Mass Clinic Walk – Through Review is scheduled for June 2nd. BOH members who have not had a chance to participate in the past are encouraged to attend if possible.
 10. Community Health Improvement Plan – Update given by S. Nett. The plan was written by one of the nurses based on the needs assessment results. It is in draft form waiting for the PHD's approval. The plan will be ready for BOH approval at the June meeting.
 11. Emergency Preparedness—Healthcare Coalitions. S. Nett explained the state is once again going back to a coalition structure for emergency preparedness planning. This time the coalitions will be formed by hospital regions. This department will be in a coalition with all of the Fox Valley health departments and all of the hospitals in the area. The objective of doing this is for fatality management planning so healthcare facilities and public health plan together for future disaster events.
 12. Emergency Preparedness—Grant Funding and Preparedness Planner 2014-15. S. Nett explained the funding for emergency preparedness for the next grant cycle 7-1-14 through 6-30-15 is expected to be the same as the current year funding. S. Nett also explained that she provides the guidance and management to the staff who are funded under this grant and in the absence of a PHD, staff are concerned they may not meet all of the required objectives. The City of Appleton Health department employs a preparedness coordinator who provides emergency preparedness planning to other local health departments. Health department staff have been in contact with the other health departments to inquire about satisfaction with the planning. All were satisfied and felt it was very cost effective. S. Nett then spoke with the director to see what the cost would be for the next year and found out cost is based on population numbers. Marquette county which has a population base slightly less than Menasha at 15,263 pays \$6000 annually. Menasha's cost would be the same at \$6000. S. Nett is recommending the MOU be approved and forwarded to the common council if needed pending review by the city attorney. Motion made by L. Asmus and seconded by T. Rudolph to approve the MOU for \$6000 with the city of Appleton for the emergency preparedness planner's assistance for the next grant cycle 7-1-14 to 6-30-15 and to forward to the common council for their approval if needed pending review by the city attorney. Motion carried.

E. ACTION ITEMS

1. Approval of MOU between Independent Care Health Plan (HMO) and MHD for PNCC Services. S. Nett explained this is a Medicaid HMO that is required to have an MOU with all the health departments in their service area who provide prenatal care coordination service. C. Rusin questioned what are PNCC services. S. Nett explained the services that are provided to high risk pregnant women. The health department can bill Medicaid for these services and those who have a Medicaid HMO requires us to bill the HMO rather than Medicaid. Motion to approve the

MOU between Independent Care Health Plan (HMO) and MHD for PNCC services made by R. Neeck and seconded by T. Rudolph. Motion carried.

2. Review-Wellness Panel Fees for 2014 and Change to Correct Lab Fee. S. Nett explained this item was back because of a miscommunication with lab fees for the wellness panel and CBC choice. This combination should have been \$5 more than presented at the last BOH meeting. Any of the lab tests where this combination exists should be \$5 more. (See attached). Motion to approve the \$5 increase in lab fee for the lab tests where wellness panel and CBC are combined made by L. Asmus and seconded by R. Neeck. Motion carried.
3. BOH Meetings in the Interim. S. Nett explained about how the agenda items could be set with the chairman and Liz Rosin discussing what needs to be on the agenda. The BOH doesn't meet in July. The public health aide will type up the agenda, mail it out and see that it gets posted per legal requirements. Minutes can be typed by the health department representative at the meeting. S. Nett will give directions to staff. (No action needed).
4. Election of Officers
 - a. Chairperson. Motion to re-elect Candyce Rusin as chairperson made by L. Asmus and seconded by T. Rudolph. Motion carried.
 - b. Vice-Chairperson. Motion to re-elect Lori Asmus as vice-chairperson made by T. Rudolph and seconded by R. Neeck. Motion carried.
 - c. Secretary. Motion to nominate Ruth Neeck as secretary made by L. Asmus and seconded by T. Rudolph. Motion carried.

F. HELD OVER BUSINESS

1. None

G. Motion to adjourn at 9:35 AM made by L. Asmus and seconded by T. Rudolph. Motion carried. Next Meeting June 11, 2014

**Menasha Health Department
Communicable Disease Report
May 2014**

Chlamydia Trachomatis	3
Gonorrhea	1
Hepatitis C	3
Varicella (suspect)	1
Pertussis (probable)	1