

CITY OF MENASHA BOARD OF HEALTH
Minutes
January 13, 2016

A. Meeting called to order at 8:35 AM by Chairman Candyce Rusin.

B. Present: Candyce Rusin, Nancy McKenney, Diane Hotynski,

Staff: Kortney Dahm, Linda Palmbach, Mary Fritz, Todd Drew, Loretta Kjemhus, Liz Rosin, Vicki Schultz

C. MINUTES TO APPROVE

Diane Hotynski moved to approve December 9, 2015 minutes, seconded by Nancy McKenney.

Motion passed.

D. REPORT OF DEPT HEADS/STAFF/CONSULTANTS

Administrative: Nancy McKenney reported that all of the Wisconsin Department of Health Services (DHS), Division of Public Health (DPH) contracts have been negotiated and signed. The City Council approved the 4th amendment to the lease agreement for 316 Racine Street Menasha, WI with Morton Martin I LLC, OLH, LLC, through December 2017.

Personnel: Tammie Bauer has resigned her position as public health dental hygienist effective January 22, 2016. Academic Affiliation Update: University of Wisconsin Oshkosh nursing students will begin their Health Department rotation in February.

Employee Safety Program: CVMIC conducted a safety walk through this summer. Recommendations are prioritized and are being addressed. Todd mentioned he will have to monitor them monthly in addition to quarterly joint inspections with CVMIC. Todd Drew conducted respirator fit testing in December of 36 employees (Health, Public Works and Parks) using the Porta Count quantitative fit testing unit.

Sealer of Weights and Measures Todd Drew followed up on 2 gas pump complaints. Both complaints found to be without merit.

Environmental Health Programs: Todd Drew reported that the Menasha Health Department will be using a new program called HealthSpace which will be used for all licensed establishment reports, billing and permitting. Drew cited 2 active residential mold issues, 2 sewage issues related to the heavy rains from late December and 1 new restaurant "Chicken Palace." Drew discussed a program to teach classes at Maplewood Middle School on the sampling and identification of indoor air quality samples using microscope techniques.

Public Health Department: The Communicable Disease Report was reviewed by the Board. The Board reviewed monthly and year-to-date Communicable Disease reports. School absences remain low. Kortney Dahm described working with City legal counsel to appropriately address a subpoena.

Health Screening 60+ Program: Vicki Schultz reported she is working on updating the YMCA 60+ brochure for 2016. Senior Center foot care participants are increasing.

Prevention Program: The Prevention Program is in the process of planning the 2nd Annual Corny Community Walk for the summer of 2016.

Radon: No Report

School Health Aides: No report

Dental Program: Loretta gave a report on the Dental Program. "Give a Kid a Smile Day Program" will be held on February 5th at the Mid Valley Dental office. Loretta noted 2015 screenings showed the decay rate has dropped to 10% from a high of 18% in 2008.

Dental Sealant Program: Tammie Bauer is working with the Menasha High School to build the Oral Health for Children and Youth with Special Health Care Needs program. **The dental sealants application procedure will be postponed until a new dental hygienist is hired.**

Lead Prevention Program: No report.

Immunization: No update

Emergency Preparedness: Menasha Health Department staff will be attending Preparedness Trainings in January and February 2016. Loretta completed the Mid-year report with the State. Todd attended a foodborne outbreak emergency preparedness exercise.

Twenty Four/Seven: No report.

Senior Center: Nancy reported that the Senior Center contracts with Winnebago County and the YMCA have been signed.

E. ACTION ITEMS: Liz Rosin described revisions to immunization procedures. The Board of Health reviewed the following procedures:

- Emergency Administration of Epinephrine During Immunizations
- Immunization Clinic: Missed Appointments and Walk-Ins
- Immunization Clinic: Uncontrollable Behavior
- Vaccine Monitoring, Storage and Emergency Relocation
- Vaccine Ordering, Receiving and Shipment Unpacking

F. HELD OVER BUSINESS: None

G. ADJOURNMENT: Diane Hotynski moved to adjourn the meeting, seconded by Nancy McKenney. Motion passed. Candi Rusin adjourned the meeting at 9:30 am.

The next meeting will be on February 10th, 2016 at 8:00 a.m.