

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  
February 10, 2016 8:00 AM  
AGENDA**

- A. CALL TO ORDER
- B. ROLL CALL/EXCUSED ABSENCES
- C. MINUTES TO APPROVE
  - 1. [BOH Meeting Minutes 01-13-2016](#)
- D. REPORT OF DEPT HEADS/STAFF/CONSULTANTS
  - 1. Administrative
    - a. Health Department Budget and Contracts
      - i. Contract Updates
    - b. Communications
      - i. Fox Valley Community Health Improvement Coalition - Community Health Assessment
      - ii. Poverty Outcomes and Improvement Network Teams (POINT)
      - iii. WALHDAB nomination to serve on DHS 139 Administrative Rule Committee
    - c. Personnel
      - i. Claire Opsteen, RDH, Public Health Dental Hygienist
    - d. Academic Affiliation Update
      - i. University of Wisconsin Oshkosh - Senior 1 Nursing Students
  - 2. Employee Safety
  - 3. Sealer of Weights and Measures
  - 4. Environmental Health
  - 5. Public Health Department
    - a. [Communicable Disease Report](#)
    - b. School Health
      - i. School Absences – Status Report
  - 6. Health Screening 60+
  - 7. Prevention
  - 8. Radon
  - 9. School Health Aides
  - 10. Dental Program (screening and fluoride varnish)
  - 11. Lead Prevention
  - 12. Immunization
  - 13. Maternal and Child Health
  - 14. Dental Sealants
  - 15. Emergency Preparedness
    - a. Fox Valley Area Healthcare Coalition
  - 16. Twenty Four/Seven
  - 17. Senior Center
- E. ACTION ITEMS
  - 1. Policy Review, Discussion, Approval
  - 2. Procedure Review and Discussion

"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: Lori Asmus, Dianne Hotynski, Nancy McKenney, Dr. Theresa Rudolf, Candyce Rusin,

F. HELD OVER BUSINESS

G. ADJOURNMENT - Next Meeting: Wednesday March 9, 2016

**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 4<sup>th</sup> 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 10<sup>th</sup>, 2016 at 8:00 a.m.

# Cumulative Report

Date Type: Create

Date Range: 01/01/2016 to 01/31/2016

Incident Jurisdiction: Menasha

Health Jurisdiction: Health Jurisdiction

Outbreak Jurisdiction: Menasha

Transmission Status:

Resolution Status: Confirmed, Probable, Suspect

Process Status:

Prepared By: WEDSS (Preparer's Title)

Telephone: 9885297959

Fax: 9848999801

<u>Disease Name</u>	<u>Number of Incidents</u>
CAMPYLOBACTERIOSIS	1
CHLAMYDIA TRACHOMATIS INFECTION	5
E-COLI, SHIGA TOXIN-PRODUCING (STEC)	1
GONORRHEA	2
HEPATITIS B, CHRONIC	1
HEPATITIS C	1
STREPTOCOCCUS PNEUMONIAE, INVASIVE DISEASE	1

Information contained on this form or report which would permit identification of any individual has been collected with a guarantee that it will be held in strict confidence, will be used only for surveillance purposes, and will not be disclosed or released without the consent of the individual in accordance with Section 308(d) of the Public Health Service Act (42 U.S.C. 242m).