

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**

**05-13-2009**

**8:15 AM**

**AGENDA**

- A. CALL TO ORDER
- B. ROLL CALL/EXCUSED ABSENCES
- C. MINUTES TO APPROVE
  - 1. [April 8, 2009](#)
- D. REPORT OF DEPT HEADS/STAFF/CONSULTANTS
  - 1. April 2009 Communicable Disease Report
  - 2. School Based Immunization Clinic – Summary
  - 3. Emergency Preparedness Mass Clinic Exercise – August 5, 2009
  - 4. State Review of Health Department
  - 5. ABRI – Medical Managed HMO Update
  - 6. CPR Summer Classes
  - 7. H1N1 Influenza Report
  - 8. Library – Educational Opportunity
  - 9. Seal-a-Smile Program
  - 10. Winnebago County Mortuary Plan
- E. ACTION ITEMS
  - 1. None
- F. HELD OVER BUSINESS
  - 1. None
- G. ADJOURNMENT

"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

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

**04-8-2009**

DRAFT     **Minutes**     DRAFT

- A. Meeting called to order at 8:25 PM by Chairman C. Rusin.
- B. Present: Teresa Shoberg, Candyce Rusin, Lori Asmus, and Susan Nett. Excused: Dorothy Jankowski.
- C. MINUTES TO APPROVE
  - 1. Motion to approve minutes from March 11, 2009 meeting made by T. Shoberg and seconded by L. Asmus. Motion carried.
- D. REPORT OF DEPT HEADS/STAFF/CONSULTANTS
  - 1. March 2009 Communicable Disease report shared with board members. The trend of increased sexually transmitted diseases (especially chlamydia) continues. Again this month that is the only communicable disease reported. This is reported as a statewide trend. Last week, STD prevention education was completed with the 9<sup>th</sup> grade health class (all 9<sup>th</sup> graders are required to take this health class).
  - 2. TB Dispensary Site Update given. The MOU for 2009-10 is awaiting approval by the common council and then will be submitted to the state. The MOU for 2008-09 was just recently signed and returned by the state.
  - 3. Preparedness Planning/Faith Based Communities—This committee continues to fine tune the preparedness manual for faith based communities. Once finalized, a pilot project will be completed to determine if any further changes need to be made.
  - 4. School Based Immunization Clinics – April 2009. Clinics are scheduled this month in the schools to meet the new immunization law requirements. Preliminary return of forms indicates a better response from parents this year as compared to last year.
  - 5. Emergency Preparedness Mass Clinic Exercise – August 5, 2009. S. Nett explained that the health department will be doing a practice drill to see how efficiently they can open up a mass clinic site and be prepared to dispense whatever medication may be needed. Volunteers from the volunteer pool will be utilized as part of their annual training.
  - 6. State Review of Health Department (August 2009). S. Nett informed board members the state wants a definite month cited as to when the required review of the local health department will be completed and submitted. C. Rusin prefers September. S. Nett will notify the state of such.

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7. Child Death Review Team. S. Nett explained the process for the Child Death Review Team now being organized in Winnebago County. Menasha will be represented by S. Nett, J. Jorgenson (police), and M. Thiry (Menasha Schools).
8. ABRIA – Medicaid Provider. S. Nett will be meeting with a rep from ABRIA to discuss reimbursement of certain services provided to their HMO members by the health department.
9. Child Car Seat Program Update---The health department now has a nurse trained in child car seat inspections. According the rules for the Child Passenger Seat program, the trained car seat checker can not move to the next level of independence in checking car seats until she has correctly inspected 150 carseats. This could take 2 or more years to accomplish. As soon as our checker is feels she is competent to function independently we will start scheduling car seat checks for Menasha residents at either the health department or in the bay at the fire department.
10. Winnebago County Mortuary Plan---this plan was unveiled last month. Winnebago County is only the second county in the state to have such a plan. It has taken two years of persistent effort to have a plan in place for mass casualties.
11. Register of Deeds MOU—This MOU has been updated with both counties as a requirement for the state review.
12. 60+ Grant Application---Request to submit this grant application to Winnebago County Commission on Aging for 2010 was presented to the common council on April 6<sup>th</sup>. It is due to the county by May 1<sup>st</sup>. Request for 3% more than what was received for 2009 will be submitted.
13. Wisconsin Public Health Workforce 2008 Report was distributed to board members.

E. ACTION ITEMS

1. Election of Officers: Chairman and Vice Chairman. Motion to have C. Rusin continue as chairman made by L. Asmus and seconded by T. Shoberg. Motion carried. Motion to have L. Asmus continue as vice-chairman made by C, Rusin and seconded by T. Shoberg. Motion carried. S. Nett expressed willingness to continue as secretary. Board members in agreement as S. Nett continues to be responsible for the minutes.
2. WALHDAB Election of Officers: Co-President Elect Board of Health and Health Officer Secretary. S. Nett explained that board of health members are asked to cast a ballot for election of officers for the state organization of Wisconsin Association of Local Health Departments and Boards. The roster of nominees was presented by S. Nett for Co-President Elect for Boards of Health and for Health Officers and for Secretary. All three positions are uncontested. Board members can submit a write-in name if they so choose. Motion to cast a unanimous ballot for Dennis Wedde, Jean Durch, and Patty Krug made by T. Shoberg and seconded by L. Asmus. Motion carried. S. Nett will send in the ballot.

F. HELD OVER BUSINESS

1. None

G. ADJOURNMENT

1. Motion to adjourn at 9:17 AM made by T. Shoberg and seconded by L. Asmus. Motion carried. S. Nett asked if the next Board of Health meeting could be changed to a different date to allow S. Nett to attend a table top exercise on preparedness in Oshkosh. As it was difficult to schedule an alternate day and time for members to attend, the meeting date and time was left as originally scheduled for May 13<sup>th</sup>.