

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**

2-10-2010

Minutes

- A. Meeting called to order at 8:10 AM by Chairman C. Rusin.
- B. Present: Lori Asmus, Candyce Rusin, Dorothy Jankowski, Dr. Teresa Shoberg, Susan Nett
Others Present: City Sanitarian/Sealer of Weights and Measures Todd Drew
- C. MINUTES TO APPROVE
 - 1. Motion to approve minutes from January 13, 2010 meeting made by D. Jankowski and seconded by L. Asmus.
- D. REPORT OF DEPT HEADS/STAFF/CONSULTANTS
 - 1. January 2010 Communicable Disease Report distributed and reviewed by board members.
 - 2. H1N1 Influenza Update—S. Nett gave a brief report on the H1N1 current situation. The health department has given 3640 doses of H1N1 vaccine to date and now are targeting local industries, the food pantry, warming shelter, and noon soup kitchen. Letters will be going out to remind those needing second doses. Statewide there are sporadic cases of H1N1 influenza. Difficult to predict if there will be a third wave of illness.
 - 3. I³ Stimulus Funding – 2010. The health department was notified it will be receiving \$7294 stimulus money for immunization purposes. A part time nurse has been hired to work in this program and to do some other grant related efforts.
 - 4. Spring Semester Student Nurse Schedule—the health department will be working this semester with 8 undergrad nursing students from UW-O, an ACCEL nursing student from UW-O (\$500 stipend paid to the health department), and a nursing student who needs to fulfill a community transition course requirement.
 - 5. State Agent Evaluation Report – 2009. S. Nett explained the evaluation process the department underwent with the state last fall. The report lists areas that are being done very well and areas that need improvement. T. Drew has already started on the improvement process.
 - 6. Mass Clinic Exercise – 2010. The health department is required to either participate or do a mass clinic exercise this year as part of the preparedness funding. The state will allow an H1N1 mass clinic to meet the requirement. 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."

Board of Health Members: Dorothy Jankowski, Lori Asmus, Susan Nett, Candyce Rusin, Theresa Shoberg

health department held a mass clinic on January 27th and will be using this to meet the requirement for 2010.

E. ACTION ITEMS

1. Policy Approval – Taking Actions Against Distressed Foods by Disposal/Denaturing. T. Drew explained the need to have a written policy for taking action when there is food that needs to be disposed of because of spoilage or contamination. This was one of the improvement areas cited in the state agent evaluation. T. Drew gave specific examples of when this policy would be needed. Motion to approve made by T. Shoberg and seconded by D. Jankowski. Motion carried.
2. Policy Revision Approval – Enforcement Policy and Procedures for Re-Inspections of Establishments with Chronic Critical Violations. T. Drew explained the request for revising the policy on re-inspections to be consistent with the state DH&FS, and DATCP. The change being requested is to assess a re-inspection fee for all food establishments with chronic repeat violations (3 consecutive inspections with the same uncontrolled risk factor violation. This means a re-inspection fee shall be assessed immediately following the third inspection citing the repeat violation). Currently, a re-inspection fee is only assessed if there is an uncontrolled risk factor which requires more than one re-inspection. Motion to approve made by L. Asmus and seconded by D. Jankowski. Motion carried.

F. HELD OVER BUSINESS

1. None

G. ADJOURNMENT

1. Motion to adjourn at 9:15 AM made by D. Jankowski and seconded by L. Asmus. Motion carried. Next meeting March 10, 2010 at 8 AM.

Submitted by Susan Nett