

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  
Minutes  
October 12, 2011**

A. Meeting called to order at 11:08 AM by Chairman C. Rusin.

B. Present: Candyce Rusin, Dorothy Jankowski, Lori Asmus, Susan Nett  
Excused: Dr. Teresa Rudolph

C. MINUTES TO APPROVE

1. Motion to approve the minutes from September 14, 2011 made by D. Jankowski and seconded by L. Asmus. Motion carried.

D. REPORT OF DEPT HEADS/STAFF/CONSULTANTS

1. September Communicable Disease Report distributed and discussed. L. Asmus noted the 12 cases of Chlamydia as being one of the highest reported in a one month time.
2. Flu Vaccine Clinics Update. S. Nett reported 3 seasonal flu vaccine clinics have been held to date for adults with 277 doses being given.
3. Thank You Memo from Library Director for Staff Presentation—S. Nett shared a memo from the library director thanking her for providing training to the library staff on correct lifting techniques.
4. Consolidated Grant Contract 2012 Update—grant dollar amounts for 2012 to date include preparedness funding and radon prevention.
5. Lease Agreement Update---S. Nett met with Steve Morton and Andy Dumke on several occasions to negotiate a lease agreement for 2012 and 2013. Both were agreeable to maintaining the rent at the current rate of \$4/sq. ft. After year 1 of the two year agreement, the city has the option to purchase the building. The owners have the option of asking us to vacate the property in 120 days if they have another party interested in the site.

E. ACTION ITEMS

1. Health Department Budget 2012. S. Nett distributed copies and explained the proposed 2012 budget for the health department. 2012 expenditures reflect adding back in \$50000 in salary and benefits for the health director that were removed in 2011 by the mayor and an increase in the IT line item of \$8000 over 2011 costs. Board members discussed removal of payment for professional licensure (cost of \$344). S. Nett explained the only other costs to look at would be for training and travel reimbursement. L. Asmus was not in favor of that as she felt training was important for professional development and travel should be reimbursed as the majority of nursing time is time spent away from the office out in the community. Board members requested to know when the budget review by the council would be scheduled.

"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

2. Division of Public Health Contract Agreement with the Menasha Health Dept. 1-1-11 through 12-31-11 Approval and authorize signature. S. Nett explained the state would be decreasing the lead prevention grant allocation by \$175 and the MCH grant allocation by \$183 for the remainder of the year. Motion to approve the amendment to the Public Health Contract Agreement 1-1-11 through 12-31-11 and authorize signature made by L. Asmus and seconded by D. Jankowski. Motion carried.
3. Review and Approval of Proposed Weights and Measures Fees for Licensing Period 7-1-12 through 6-30-13. S. Nett explained the fees for this program support the program 100%. Proposed expenditures for 2012 are not complete as the IT line item may change as well as some personnel costs. Board members discussed the fees in general for each category. L. Asmus questioned which categories are the most time consuming for inspections and calibrations. S. Nett responded the gas pump meters. Board members were uncomfortable with approving specific fees without knowing what the proposed expenditures would be for 2012. S. Nett indicated the increase would be 4-6%. L. Asmus suggested setting the annual license processing fee at \$100 per establishment and leaving the other fees until a proposed expenditure was set and then raising those category fees accordingly. C. Rusin agreed with the understanding that the increase could not be greater than 6%. Motion made by D. Jankowski and seconded by L. Asmus to approve the proposed weights and measures fees with the following change: set the annual processing fee at \$100; gas pumps at \$50 and high speed diesel fuel dispensers at \$93. Motion carried. Motion made by L. Asmus and seconded by D. Jankowski to change the fees accordingly if the proposed expenditures would require less than a 6% increase. Motion carried. Motion made by C. Rusin and seconded by L. Asmus to bring the fee schedule back for consideration if the proposed expenditures require more than a 6% increase. Motion carried.

#### F. HELD OVER BUSINESS

1. None

- G. Motion to adjourn at 12:10 PM made by L. Asmus and seconded by D. Jankowski. Motion carried. Next meeting November 9, 2011.