

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**

7-25-2011

6:30 PM

AGENDA

- A. CALL TO ORDER
- B. ROLL CALL/EXCUSED ABSENCES
- C. MINUTES TO APPROVE
 - 1. [June 8, 2011](#)
- D. REPORT OF DEPT HEADS/STAFF/CONSULTANTS
 - 1. [June 2011 Communicable Disease Report](#)
- E. ACTION ITEMS
 - 1. [Winnebago County Health Department Merger Study----Review and Recommendation](#)
- F. HELD OVER BUSINESS
 - 1. None
- G. ADJOURNMENT
 - 1. Next Meeting August 10, 2011.

"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

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**CITY OF MENASHA
BOARD OF HEALTH
Minutes
June 8, 2011**

- A. Meeting called to order at 8:05 AM by Chairman C. Rusin.
- B. Present: Candyce Rusin, Dorothy Jankowski, Lori Asmus, Susan Nett, Dr. Teresa Rudolph
- C. MINUTES TO APPROVE
1. Motion to approve minutes from May 11, 2011 meeting made by D. Jankowski and seconded by L. Asmus. Motion carried.
- D. REPORT OF DEPT HEADS/STAFF/CONSULTANTS
1. May 2011 Communicable Disease Report distributed. S. Nett explained blastomycosis and mycobacterial (non tuberculous) diseases.
 2. Get the Meds Out Program---the health department will be participating in this UW extension grant funded program. There will be envelopes available for residents to put no longer used medication in and then mail to a disposal site at no cost to the resident. The senior center will be participating as well. The program starts when the department receives the mailing envelopes.
 3. 60+ Funding – 2012. S. Nett met with the Winnebago County Aging programs director in the past week and was verbally informed the 60+ grant funding for 2012 will be the same as it is for 2011. Planning is underway to expand the health screenings to include ear wax screening. Also the grant nurse will become certified in foot care. The department will then begin planning for a foot care program for low income seniors.
 4. Consolidation Study Update---the Baker Tilly study is ongoing. No decisions have been made yet.
 5. CPR/First Aid Classes 2011. S. Nett provided information on the class schedules and number of enrollees. Currently health department staff certify both city and school district employees. A grant was obtained to certify the city's volunteers with two classes being held in the last month to complete the grant requirements.
 6. Flu Shot Program 2011—400 doses of flu vaccine were ordered. One of the local businesses has already contacted the health department to have a nurse come and administer flu shots for employees in September. S. Nett will have the cost information available at the next meeting so a cost per dose can be approved.
- E. New Business
1. TB Dispensary Agreement with Wisconsin Tuberculosis Program July 1, 2011 through June 30, 2012. S. Nett explained the agreement. No discussion. Motion to approve the agreement with the necessary signatures made by T. Rudolph and seconded by L. Asmus. Motion carried.
- F. HELD OVER BUSINESS
1. None
- G. Motion to adjourn at 9:10 AM made by D. Jankowski and seconded by L. Asmus. Motion carried. Next meeting August 10, 2011.

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**Menasha Health Department
Communicable Disease Report
June 2011**

Chlamydia Trachomatis	4
Hepatitis C	1
Latent TB	2
Lyme Disease	1
Mycobacterial Disease (Nontuberculous)	1
Pertussis (suspect)	1
Salmonellosis	1

Winnebago Public Health Study
Baker Tilly Draft Report
Impacts for the City of Menasha
Prepared for the Menasha Board of Health by Public Health Director Susan Nett

The purpose of the Winnebago Public Health Study is to determine if a county-wide consolidation of municipal health departments is economically feasible, and if efficiencies in service provision could be gained. In other words, better service for less cost (or at least equal service for less cost).

The Menasha Health Department has had a collaborative working relationship with the Menasha Joint School District since the 1970's. This partnership has increased efficiency and effectiveness in the delivery of health services to the community providing needed services at a cost lower than other communities. Other communities both in Wisconsin and outside of the state have inquired about this consolidated effort with the schools and how it could be implemented in their communities. Menasha is unique in other ways from the three other communities involved in the study. The City of Menasha is located within two counties. The health department manages the senior center. And the health department manages the city's mandated employee safety program, and state mandated weights and measures program.

The draft report calculates a savings of \$111,409 in levy dollars to the city of Menasha using the lowest tax rate of the departments in the study as the target. Services that will need to remain at the city level, on average, negate the proposed reduction in tax levy. These services are the safety program, management of the senior center, management and staffing of wts/measures program, IT services redistribution of budgeted funds currently in the health department, coordination with housing rehab program, coordination with city's emergency management program, coordination with Menasha utilities (i.e. health hazard assessments when water shut off, maintenance of medical equipment list, assistance with funding for overdue bills), new costs for finance department (management of contract and tax collection).

Safety Program

Prior to the health department managing the city's safety program, the city contracted with an outside vendor for \$36,000 annually. The 2011 budget is \$18,033 utilizing in-house resources.

Management of the Senior Center

Currently, the Health Director spends approximately 7% of her time managing the Senior Center. These responsibilities would have to be distributed to either existing staff, a new person, or the YMCA.

Management and Staffing Weights and Measures

Weights and Measures programs are statutorily required for municipalities. Menasha has gained efficiencies in providing this service by having the sanitarian inspect and license required devices, as he is already working with many of the businesses performing food safety inspections.

IT Services Redistribution

The IT budget currently includes services to the health department. If the health department is staffed at the county level these costs will need to be apportioned to the remaining city departments. There would be little savings in equipment or staffing to manage the network.

Coordination with Housing Rehab Program

The health department coordinates the lead abatement that is often needed during a housing re-hab, working closely with Mary Bach.

Coordination with City's Emergency Management Program

The health department director and staff currently spend 7% of their time preparing emergency response plans for the city, in conjunction with the Emergency Management Director for the city. These responsibilities will have to be distributed to existing staff.

Coordination with Menasha Utilities

The health department currently maintains and confirms a listing of residences with medical equipment for which the utility may not discontinue services. HIPPA requirements would make it difficult to transfer this responsibility to the electric utility. Accurate medical data is important both for the resident and the utility. Second, health hazard assessments are done on those residences where the water has been shut off. And third, some individuals need assistance locating funds to pay outstanding utility bills. The health department provides referral services to assist these individuals so as to avoid disconnection of their utilities.

New Costs for Finance Department

The finance department will be required to manage a contract with Winnebago County, file reports, and collect revenues. These are new duties associated with a merged department and not currently required by the existing health department. This is required due to the location of the city within two counties. Winnebago County would have to contract for services with the city and a separate health levy would be needed to pay for the contracted services.

Draft Data Review

Preliminary draft data demonstrates a reduction in services and level of service provision that result in higher cost per client than is currently experienced by the city of Menasha. Programs affected include 1) communicable disease follow-up (currently the city of Menasha's cost per case is the lowest of all entities and increases 19% under a merged department); 2) young family public health contacts (service reductions proposed and the cost per case is nearly doubled); 3) adult/elderly public health contacts (Menasha's cost per case is the lowest and increases 200%); 4) public health nuisance abatement (Menasha's cost per case is the lowest of all the entities and would increase 50% per case). See Attachment A

The city of Menasha has the highest incidence of individuals living in poverty estimated to be 34.7%. Notably with an increased high risk population there is also an increased need for services and a higher number of contacts per population. According to the study report the highest level of contacts is provided by the Menasha Health Department. Typically the cost of providing public health services is calculated as a per capita (per person) cost. Menasha's per capita cost is one of the lowest at \$12.75 according to the Baker Tilly study. Statistical data from the state department of health services lists the per capita cost at \$9.10 which is also one of the lowest in the area.

The Menasha Health Department has been developing self-sustaining prevention programs for its high risk populations. One such program is the fluoride varnish dental program targeting low income 4 and 5 year olds. This program prevents dental decay and the complications associated with dental decay and reduces future treatment costs. For every dollar spent on prevention, there is a \$50 savings in future treatment costs. In addition there are benefits that are unquantifiable such as better school attendance, other health benefits for the child, and the parent doesn't have to miss work for appointments. The program is funded 100% by grants and MA reimbursements. Under the proposed merger, this program would be eliminated, thus eliminating service to a segment of Menasha's higher risk population.

As this is a draft report of the Winnebago Public Health Study and the information presented at this time shows no fiscal benefit to Menasha, and proposes a drastic reduction in services, a recommendation is requested to either continue with the process or stop at this time with the understanding that it can be re-visited in the future as directed by the Menasha Board of Health and Menasha Common Council. If the Board of Health chooses to recommend continuing with the process, Baker Tilly is requesting additional funding from Menasha not to exceed \$7500. (There are no budgeted funds available for 2011 to cover this request.)

Attachment A

Projected decrease in health department levy (\$111,409)

Costs Remaining with City

Outsource Safety Program	\$35,000
Senior Center Management/oversight	\$8,000
IT Services (Redistribution of Budgeted Finds)	\$42,000
Management and Staffing Wits/Measures	\$10,000
Coordination with Emergency Management (City Emergency Preparedness)	\$8,000
Coordination with Housing Rehab Program	\$2,000
Coordination of Services with Menasha Utilities	\$4,000
New Cost- Management of Contract and Tax Collection	\$1,000

Potential Savings (\$1409)

Services with Increased Costs:

Communicable Disease Control	\$5,468 – 19% increase in cost
Public Health Nuisance Abatement	\$3,275 – 50% increase in cost

Reduction in Services with Increased costs

Young Family Contacts (52% reduction in service)	\$10,656 – 50% increase in cost
Adult/Elderly PH Contacts (51% decrease in service)	\$58,710 – 204% increase in cost

Net increase in Cost to Provide Services to Menasha \$76,700