

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  
May 9, 2012**

- A. Meeting called to order at 8 AM by Chairman C. Rusin.
- B. Present: Candyce Rusin, Lori Asmus, Dorothy Jankowski, Dr. Teresa Rudolph, Sue Nett
- C. MINUTES TO APPROVE
1. Motion to approve minutes from April 11, 2012 made by D. Jankowski, and seconded by T. Rudolph. Motion carried.
- D. REPORT OF DEPT HEADS/STAFF/CONSULTANTS
1. April 2012 Communicable Disease Report distributed and discussed. Wisconsin pertussis case summary for 2011 and pertussis report for Jan. thru April 2012 distributed. MHD is seeing an increase again in suspect cases. One confirmed case recently attended school while coughing. Letter was sent out to parents in that building.
  2. Quality Improvement Grant Project Update. Three staff recently attended training on the quality improvement process. This training should help in the development of the quality improvement plan and deciding on a project to meet the grant objectives. This is the preliminary planning stage for accreditation.
  3. Community Health Improvement Plan Update. The Fox Valley Community Health Coalition is the name chosen by the steering committee. A mission statement has been identified. The need that the group is focusing on is obesity. The group is going to meet monthly and will bring in other partners as the need arises. Board members discussed looking at school age children as a focus point.
  4. Mass Clinic Walk Through May 23, 2012 will be held at UW-FV from 9 to 11. BOH members are invited to attend. L. Asmus may attend if her work schedule can accommodate that time.
  5. Inspection Reports are now being posted on the department's website. Some owners concerned that visitors to the website may need to be reminded that the inspections are a picture in time and that the website needs to have a statement reflecting that information. T. Drew RS has reassured those owners that reports will be kept up to date and correction of any violations will be noted.
  6. Food Task Force. T. Drew RS met with four Menasha food establishment representatives to convene a food task force. (6 invitees total) The group plans on meeting on a regular basis. This was one of the requirements of the state as part of the FDA grant.
- E. ACTION ITEMS
1. Election of Chairperson. Motion made by D. Jankowski and seconded by L. Asmus to nominate C. Rusin as chairperson. No discussion. Motion carried.

"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. Election of Vice-Chairperson. Motion made by D. Jankowski and seconded by T. Rudolph to nominate L. Asmus as vice-chairperson. No discussion. Motion carried.
3. Election of Secretary. S. Nett volunteered to continue as secretary. L. Asmus made a motion and seconded by T. Rudolph to accept S. Nett as secretary. Motion carried.
4. Seasonal Influenza Vaccination – Adults. S. Nett brought this up item up for informational purposes. One of the vaccine manufacturers now has an intradermal flu vaccine for adults available. The price is higher than the IM injectable. At this time, the health department prefers to stay with the lower cost IM injectable flu vaccine. L. Asmus thought it would be easier on staff to do the IM versus intradermal injection and quicker when doing a larger number of adults such as during the flu clinic at the school in the fall.
5. WALHDAB Ballot 2012-13. Election of Officers. S. Nett presented a brief synopsis of the ballot and persons listed. All those listed on the ballot are running unopposed. Motion to approve the slate of officers as presented on the WALHDAB ballot made by L. Asmus and seconded by T. Rudolph. Motion carried. S. Nett will submit the ballot back to WALHDAB.
6. Mobile Restaurant Registration Fee. S. Nett explained the council may be considering an ordinance for mobile restaurants. The health department would register mobile units from outside the city. The registration would be on an annual basis. The BOH will need to set the fee. L. Asmus questioned what is the fee for vendors for the farmers market. S. Nett indicated she wasn't aware of what that fee was and will check into it. C. Rusin questioned what would be involved in registering one of these units and what is the amount of time needed to process the registration. S. Nett suggested looking at the cost of the temporary non profit food license as the time to process this license would be about the same as the process for registering a mobile restaurant from outside the city. L. Asmus made a motion to hold this item until the additional information is brought back, seconded by D. Jankowski. Motion carried.

#### F. HELD OVER BUSINESS

1. None

- G. Motion to adjourn at 9:05 made by T. Rudolph and seconded by L. Asmus. Motion carried. Next meeting June 13, 2012.