

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**

8-8-2012

8:00 AM

AGENDA

A. CALL TO ORDER

B. ROLL CALL/EXCUSED ABSENCES

C. MINUTES TO APPROVE

1. [June 13, 2012](#)

D. REPORT OF DEPT HEADS/STAFF/CONSULTANTS

1. [June 2012 Communicable Disease Report](#)
2. [July 2012 Communicable Disease Report](#)
3. City of Menasha Donation Policy
4. Pertussis Update
5. 317 Vaccine Funds
6. Water Fluoridation
7. Budget (2013)

E. ACTION ITEMS

1. Approval of adult flu vaccine cost per person for 2012 influenza season
2. Approval of the following protocols:
 - a. Fluoride varnish application
 - b. Oral health screenings
 - c. Infection control
3. Discussion on informational form pertaining to decision to not vaccinate my child.
4. Approval of the following contracts:
 - a. Seal-a-Smile 7-1-2012 through 6-30-2013
 - b. Public Health Emergency Preparedness Grant Contract 8-1-2012 through 6-3-2013
 - c. Asbestos Inspections Service Contract 7-1-12 through 6-30-13.

F. HELD OVER BUSINESS

1. None.

"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

G. ADJOURNMENT

1. Next Meeting September 12, 2012.

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**CITY OF MENASHA
BOARD OF HEALTH
Minutes
June 13, 2012**

- A. Meeting called to order at 11:10 AM by Chairman C. Rusin.
- B. Present: Dorothy Jankowski, Lori Asmus, Candyce Rusin, Dr. Teresa Rudolph, Sue Nett
- C. MINUTES TO APPROVE
1. Motion to approve minutes from May 9, 2012 meeting made by D. Jankowski and seconded by T. Rudolph. Motion carried.
- D. REPORT OF DEPT HEADS/STAFF/CONSULTANTS
1. May 2012 Communicable Disease Report distributed and discussed. Sexually transmitted diseases remain as one of higher numbers for communicable diseases reported.
 2. Community Health Improvement Plan Update. The coalition is focusing on healthy weight but has not yet finalized which population segment to target. The next meeting is June 21st.
 3. Mass Clinic Walk Through Update. S. Nett reported there was a good turnout of volunteers. L. Asmus attended and reported there were many good suggestions made throughout the walk-thru by those present.
 4. Quality Improvement Grant Project Update. The department has decided to put together an orientation packet for the required objective for the QI grant.
 5. 2010 Wisconsin Local Health Department Survey distributed. The per capita tax levy for Menasha is reported as \$6.65. Winnebago County HD's reported tax levy per capita is \$14.73 and Calumet County HD's is \$17.11.
 6. Pertussis Update. S. Nett reported there are still confirmed cases of whooping cough being reported. A letter was sent home to all families in the schools with end of year report cards, reminding parents to keep children home and themselves home when ill and especially when coughing. The health department is this week alone following up on a confirmed case and several suspect cases.
- E. ACTION ITEMS
1. Approval of TB Dispensary Contract 2012-13. S. Nett explained the TB Dispensary program and how the department can get reimbursement for providing certain TB related services. The contract format is changed. This is a renewal of a contract that has been in existence for a number of years. Motion to approve the TB Dispensary Contract for 7-1-12 through 6-30-13 and authorize signature made by T. Rudolph and seconded by L. Asmus. Motion carried.
 2. Neenah Joint School District Request for School Nurses Proposal. S. Nett explained she had received a written request from Neenah Joint School District to submit a proposal to provide school nursing services for the 2012-13 school year.

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S. Nett explained the requirements for staffing and expected duties. Discussion ensued about the need to hire additional staff, part time and the amount of time it would take administration to learn and provide appropriate services, and the liability of training new staff and providing services to a new and unknown population. L. Asmus stated it wasn't the responsibility of the MHD to provide services outside of the city. C. Rusin stated staff in this department including administration already had enough on their plate and didn't see how anything more could be added or the quality of service the department was noted for would decline. D. Jankowski agreed and said if staff are to remain providing excellent service, why would we jeopardize that? Motion made by L. Asmus and seconded by D. Jankowski to decline submitting a proposal to provide school nursing services for the 2012-13 school year to Neenah Joint School District. Motion carried.

3. Reinspection Fees for Licensed Establishments Listed Under DHS 172 (i.e. swimming pools, water attractions, whirlpools) S. Nett explained reinspection fees were overlooked for pools when a reinspection fee was established for eating establishments. The eating establishments reinspection fees were set at approximately 50% of the license fee, an established practice statewide. (See attached) Recommendation is the same for the water attractions and pools. Motion to recommend to the common council for approval the proposed reinspection fees for water attractions, pools, and whirlpools made by T. Rudolph and seconded by L. Asmus. Motion carried.

F. HELD OVER BUSINESS

1. Mobile Restaurant Registration Fee. S. Nett explained the registration process for mobile restaurants and suggested the fee be \$30 which would cover the cost of doing the registration and background check as well as any inspections that may be needed for the mobile restaurant to do business in the city of Menasha. There was a brief discussion on whether this fee would be reviewed annually. S. Nett explained this fee would be part of the annual review of fees for eating and drinking establishments. S. Nett also reminded board members this is for mobile restaurants not permitted in the city of Menasha. Motion to approve a mobile restaurant registration fee of \$30 for the licensing period 7-1-12 to 6-30-12 made by D. Jankowski and seconded by T. Rudolph. Motion carried.

- G. Motion to adjourn at 12:05 PM made by L. Asmus and seconded by D. Jankowski. Motion carried. No meeting in July due to vacations. Next meeting August 8, 2012.

**Menasha Health Department
Communicable Disease Report
June 2012**

Chlamydia Trachomatis	3
Gonorrhea	2
Hepatitis C	2
Pertussis Confirmed	1
Probable	4
Mycobacterium Nontuberculous	1

**Menasha Health Department
Communicable Disease Report
July 2012**

Chlamydia Trachomatis	7
Gonorrhea	1
Hepatitis C	1
Pertussis Confirmed	2
Probable	1
Mycobacterium	2
Nontuberculous	
Hepatitis B	1