

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 9, 2013**

- A. Meeting called to order at 8:13 AM by Chairman Candyce Rusin.
- B. Present: Candyce Rusin, Lori Asmus, Ruth Neeck, Susan Nett  
Others present: Todd Drew, City Sanitarian  
Excused: Dr. Teresa Rudolph
- C. MINUTES TO APPROVE
1. Motion to approve minutes from September 11, 2013 meeting made by R. Neeck and seconded by L. Asmus. Motion carried.
- D. REPORT OF DEPT HEADS/STAFF/CONSULTANTS
1. September 2013 Communicable Disease Report distributed and discussed. L. Asmus questioned what erlichiosis/anaplasmosis was and what follow-up was needed.
  2. WI DATCP Standardization of Sanitarian. S. Nett explained DATCP staff spent 2 days in the health department evaluating T. Drew and standardizing him. A draft report was sent with some recommendations for improvement. DATCP staff will meet with the public health director for a review of the final report.
  3. 2014 Budget. S. Nett discussed the 2014 health department budget. There are no major changes being proposed at this time. The professional nursing licenses will need to be renewed in Feb. The CLIA lab recertification will also need to be renewed. Mileage costs will be up a little due to the nurses having to come in on the weekends to give anti-tuberculosis medication.
  4. Flu Shot Update. Health department staff have given 185 doses of flu vaccine to date. Employees at Gunderson's will be receiving flu shots on Oct. 22<sup>nd</sup>. An interpreter will be present. Plans for the flu clinic at BDM are in the process of being finalized. The flu clinic will be managed as a mass clinic exercise.
  5. Consolidated Grants – 2014. S. Nett reported receiving grant dollar amts for the following grants:
    - a. MCH \$13534 (under a \$100 increase)
    - b. Prevention \$2065 (a 60% reduction)
    - c. Childhood Lead \$2724 (same as last year)
    - d. Immunization \$8458 (same as last year)
  6. Infrastructure Grant will again be offered. Application should be available in November.
  6. Bedbugs – Continued Discussion. T. Drew presented a second draft of an amendment to the human health hazard ordinance specifically referencing bedbugs. L. Asmus suggested the signed clearance statement should be written to say provided to the Menasha Health Department. Under the violation section,

"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: Ruth Neeck, Lori Asmus, Susan Nett, Candyce Rusin, Theresa Rudolph

BOH members requested T. Drew check with the city attorney on the language and what is or isn't permissible. T. Drew will bring an updated draft to the next BOH meeting.

8. Staff Updates. S. Nett reported the grant nurse has resigned her position effective Dec. 31<sup>st</sup>. but will stay on in the department to do the dental sealant program as she is also licensed as an RDH. Her replacement has been hired and will train 2 days per week until Jan. 1 and will then work 4 days per week.
9. Dental Program Update. Staff met with the N-M United Way Dental Board to discuss programming for 2014. 6<sup>th</sup> grade students were screened for dental caries and neglect during the vision screening at the middle school. Screening results showed a 10% caries rate. Staff would like to do the screening again in 2014 and would also like to work with the health class staff on dental health education.
10. Refugee Health Screening – Update provided by S. Nett. There has been no contact from the World Relief Organization since the initial meeting earlier this past summer. S. Nett heard there may be placement of 50 refugees in the Fox Cities in the coming months. S. Nett explained her understanding of the screening process and the data entry required by the state. Other health departments doing this screening have contracts with the state for reimbursement of time. Other than an initial phone message from the contract administrator (who is no longer employed in that department), there has been no communication regarding a contract. L. Asmus questioned if there is staffing time available to do this. S. Nett indicated not at this time unless there is reimbursement through a contract. C. Rusin questioned then why would we do this until there is a contract. R. Neeck commented every time she is in the department, staff are very busy and she could understand the reluctance to take on another project without some form of reimbursement. BOH members were in agreement to hold on doing any refugee health screening until there is a contractual arrangement with the state to provide the services. C. Rusin questioned if the contract would be brought to the BOH for their review. S. Nett responded yes. No further action needed on this item at this time.

#### E. ACTION ITEMS

1. None

#### F. HELD OVER BUSINESS

1. None

- G. Motion to adjourn at 9:47 AM made by L. Asmus and seconded by R. Neeck. Motion carried. Next meeting November 13, 2013