

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**

**5-08-2013**

**8:00 AM**

**AGENDA**

- A. CALL TO ORDER
- B. ROLL CALL/EXCUSED ABSENCES
- C. MINUTES TO APPROVE
  - 1. [April 10, 2013](#)
- D. REPORT OF DEPT HEADS/STAFF/CONSULTANTS
  - 1. [April 2013 Communicable Disease Report](#)
  - 2. Pertussis Update
  - 3. Memory Café Project Update
  - 4. Depression Screening – 60+ Program
  - 5. Fox Valley Community Health Coalition Report
  - 6. Staff Update
  - 7. Wisconsin Active Community Regional Workshop
  - 8. Bedbugs
- E. ACTION ITEMS
  - 1. Election of Chairperson
  - 2. Election of Vice-Chairperson
  - 3. Election of Secretary
- F. HELD OVER BUSINESS
  - 1. None
- G. ADJOURNMENT
  - 1. Next Meeting June 12, 2013

"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 Shoberg

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**CITY OF MENASHA  
BOARD OF HEALTH  
Minutes  
April 10, 2013**

- A. Meeting called to order at 8:05 AM by Chairman C. Rusin.
- B. Present: Candyce Rusin, Dorothy Jankowski, Dr. Teresa Rudolph, Lori Asmus, Susan Nett
- C. MINUTES TO APPROVE
1. Motion to approve minutes from March 15, 2013 made by D. Jankowski and seconded by L. Asmus. Motion carried.
- D. REPORT OF DEPT HEADS/STAFF/CONSULTANTS
1. Recognition of Dorothy Jankowski for 19 years of service on BOH. S. Nett thanked Dorothy for her many years of service which began in May 1994. In addition to regular board of health meetings, Dorothy also attended NE region WALHDAB meetings on occasion to express concern on health issues of concern for residents of the city.
  2. March 2013 Communicable Disease Report distributed. S. Nett reported last month's number of reportable communicable diseases was low in comparison to previous months, especially for sexually transmitted diseases. This may just be due to a back log in reporting from the labs.
  3. Influenza Vaccine Update 2013-14 Season. 450 doses of adult vaccine have been reserved. A flu clinic for adults and children will be held on October 24<sup>th</sup> at BDM school for the annual mass clinic practice with our volunteers. WEA Trust has agreed to reimburse the health department for employee flu shots. Flu vaccine will also be available for school district and Menasha utility employees.
  4. Weight of the Fox Valley Summit Update. Two staff from the health department are attending a meeting this morning for next steps following the summit in March.
  5. Memory Café Project Update. S. Nett updated board members on the UWO nursing student project for this semester which has been the development of a memory café at the senior center. The senior center will be the fourth host site of a café for the Fox Valley Memory Project.
  6. Pertussis Update. S. Nett reported there have been no confirmed cases in the past month but staff are following several suspect cases at this time.
  7. Community Health Improvement Plan. S. Nett gave an update on the work of the Fox Valley Community Health Improvement coalition and the initiative addressing obesity.
- E. ACTION ITEMS
1. Review fees for DATCP Agent of the State, for license period 7-1-13 through 6-30-14. S. Nett gave an overview of the revenue and expenditures expected for the new

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Board of Health Members: Dorothy Jankowski, Lori Asmus, Susan Nett, Candyce Rusin, Theresa Shoberg

licensing period. The current fees will bring in a revenue amount that will cover the budgeted expenses for the retail food program. Motion made by D. Jankowski and seconded by L. Asmus to have the fees for the DATCP Agent of the State remain the same for the license period 7-1-13 through 6-30-14. Motion carried.

2. Review fees for DHS Agent of the State, for license period 7-1-13 through 6-30-14. S. Nett gave an overview on the establishments licensed under this program, and the expected revenues and expenditures for 2013. S. Nett indicated the revenues will cover the expenditures for this program for 2013. Motion made by L. Asmus and seconded by T. Rudolph to keep the current fees for the establishments permitted under the DHS Agent of the State program for 2013. Motion carried.
3. Review fees for Tattoo Parlors for licensing period 7-1-13 through 6-30-14. S. Nett explained currently there is only one establishment permitted and that is located within a medical facility and is doing eyeliner. S. Nett recommends keeping the fees the same for 2013. Motion made by L. Asmus and seconded by D. Jankowski to keep the fees the same for tattoo parlors/body piercing establishments in 2013. Motion carried.
4. Review fees for temporary not for profit food permits for licensing period 7-1-13 through 6-30-14. S. Nett briefly explained that most of those who come in for this permit have already viewed the necessary educational presentation online and then come into the department to get the permit. On a very limited basis, does the sanitarian have to go and do the necessary education onsite. The \$30 permit fee adequately covers the cost for the temporary permit. Motion made by L. Asmus and seconded by D. Jankowski to keep the current fees for the temporary not for profit food permits for licensing period 7-1-13 through 6-30-14. Motion carried.

#### F. HELD OVER BUSINESS

1. None

G. Motion to adjourn at 9 AM made by L. Asmus and seconded by T. Rudolph. Motion carried. Next meeting May 8, 2013.

**Menasha Health Department  
Communicable Disease Report  
April 2013**

Chlamydia Trachomatis	7
Gonorrhea	1
Hepatitis C	3
Pertussis Probable	1