

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  
June 11, 2014**

A. Meeting called to order at 8:07 AM by Chairman C. Rusin.

B. Present: Candyce Rusin, Lori Asmus, Ruth Neeck, Liz Rosin, Todd Drew  
Absent: Dr. Teresa Rudolph

C. MINUTES TO APPROVE

1. Motion to approve May 14, 2014 minutes made by L. Asmus and seconded by R. Neeck.

D. REPORT OF DEPT HEADS/STAFF/CONSULTANTS

1. May Communicable Disease Report distributed and discussed. Hepatitis C continues to be a concern.
2. Weight of the Fox Valley Update- L.Rosin attended the kickoff initiative on June 5, 2014. Two action teams were presented at the kickoff which included Active Communities and Worksite Wellness. Menasha Health Department staff will remain involved in those two areas and additional areas as they are rolled out with emphasis on child fitness and wellness. Discussion about working with the Park and Rec Department and schools to offer fitness programs and to involve parents.
3. Mass Clinic Walk-Through Update. Held on June 3, 2014. Attendance was down this year to 20 people. C.Rusin suggested looking at doing the walk through at the end of May next year.
4. Mayor's Appointment of Interim Health Officer. T.Drew was appointed Interim Health Officer. Applications closed on June, 2 2014. Will be hopefully starting the interview next week.
5. Annual Report 2012-2013. No questions or comments.
6. Health Assessment for Volunteers.- T.Drew discussed that in an event at a mass clinic that volunteers need respirators they need to fill out a health questionnaire to determine if they are medically okay to. This is per OSHA and the City of Menasha's Safety Policy. A physician will need to sign off or determine if a medical evaluation is needed. Discussion about T. Rudolph doing this but would probably be too much for her. T. Drew is going to call Occupational health to see how much it would cost for them to do this. T.Drew also discussed the need for safety glasses for all volunteers.

E. ACTION ITEMS

1. Approval of Community Health Improvement Plan by R.Neeck and seconded by L. Asmus. Oral health and obesity are the top priorities. Website should be updated and links should be added with current information. Other ideas discussed such as

"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, Candyce Rusin, Theresa Rudolph

My Menasha, a Facebook page, setting up frequently asked Q & A page on the website. The City needs to be involved in updating the website. C.Rusin will talk to Jo Ann Nickel about the need to update the City of Menasha website. L.Asmus will look at other health departments to see how they are setup.

2. Approval of Division of Public Health Contract between Wis DHS and MHD for Tuberculosis Dispensary Services made by L. Asmus and seconded by R. Neeck.

#### F. HELD OVER BUSINESS

1. None

G. New Items discussed. Discussed the need to update Health Department's policies and procedures before the "140 Review". Wood County has a sample policy book that is being used as guidance.

H. Meeting adjourned at 9:15 AM. No July meeting. Next meeting on August 13, 2014.