

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**

April 9, 2014

8:00 AM

AGENDA

A. CALL TO ORDER

B. ROLL CALL/EXCUSED ABSENCES

C. MINUTES TO APPROVE

1. [March 12, 2014](#)

D. REPORT OF DEPT HEADS/STAFF/CONSULTANTS

1. [March Communicable Disease Reports](#)
2. Report on Blood Lead Levels in Children for 2006-2010
3. Vaccine Preventable Disease Surveillance 2013
4. Meeting with NE Regional PH Director – Follow up
5. Community Health Improvement Plan – Update
6. Local HD 140 Review – Update
7. Parochial School Fees
8. PH Director Retirement Update
9. Recruitment and Hiring Process for Public Health Director

E. ACTION ITEMS

Review and Determine fees for 60+ Program Wellness Program

F. HELD OVER BUSINESS

1. None

G. ADJOURNMENT

1. Next Meeting May 14, 2014

"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

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**CITY OF MENASHA
BOARD OF HEALTH
Minutes**

A. Meeting called to order at 8:05 AM by Chairman Candyce Rusin.

B. Present: Candyce Rusin, Lori Asmus, Dr. Teresa Rudolph, Ruth Neeck, Susan Nett

C. MINUTES TO APPROVE

1. Motion to approve minutes from February 12, 2014 meeting made by R. Neeck and seconded by L. Asmus. Motion carried.

D. REPORT OF DEPT HEADS/STAFF/CONSULTANTS

1. February Communicable Disease Report given by S. Nett. T. Rudolph had some questions regarding the blastomycosis and cryptosporidiosis cases. C. Rusin commented on Hepatitis C cases and wondered if they were diagnosed as part of the recommended testing for the late 50's and 60's age group. S. Nett replied that these were younger adult individuals and didn't know the particulars regarding the cases.
2. Pertussis Report (Jan./Feb. 2014) distributed. There was very little discussion other than S. Nett reported staff are still occasionally following up on suspect cases.
3. Meeting with the newly hired NE Regional PH Director is scheduled for March 31st at 1:30 PM. BOH members are invited to attend if available.
4. Local HD 140 Review is due in 2014. S. Nett will try and have as much of the material ready before leaving in May.
5. HD Staff Continuing Education/Training Budget is going to be over-budget this year as most of the trainings the newly hired staff need are out of the area and will require an overnite stay. Some have a registration fee that has increased in cost. Most of the trainings are scheduled for this spring. S. Nett explained these trainings are necessary to provide the proper training needed for the new nurses to do their jobs effectively.
6. Update on 60+ Wellness Screening given. The grant nurse is checking on availability and costs of other labs in the area since ThedaCare Labs increased their prices. ThedaCare will give a 60% discount but even with the discount the cost may be too high for some of the senior citizens to afford. In the interim, the Wellness Screening that was scheduled for April has been postponed to May.

E. ACTION ITEMS

1. Review and recommend to the common council for approval, weights/measures fees for licensing period July 1, 2014 through June 30, 2015. S. Nett reviewed with board members how this program is entirely fee funded and based on the projected expenditures for 2014 and what is needed as revenue, the fees won't need to be adjusted for the next licensing period. Motion made by L. Asmus and

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- seconded by R. Neeck to make no changes to the current weights and measures fees for the licensing period July 1, 2014 through June 30, 2105. Motion carried.
2. Review and recommend to the common council for approval, manufactured home community fees for licensing period July 1, 2014 through June 30, 2016. S. Nett explained this is a 2 year license with a pass through fee to the state. The pass through fee is paid on an annual basis. S. Nett explained the current fee is sufficient to cover the cost of the yearly inspection and any follow-up that would need to be done. Motion to maintain current fees made by L. Asmus and seconded by R. Neeck. Motion carried.
 3. Review and recommend to the common council for approval, retail food licensing fees (DATCP) for licensing period July 1, 2014 through June 30, 2015. S. Nett explained the sanitarian spends approximately 45% of his time in the environmental health program doing inspections related to food. The total expenditures for 45% of personnel costs, utilities, and rent, and then looking at projected revenues, there is not a need to change the fee structure for the next licensing period. L. Asmus questioned if there shouldn't be a small increase this year just in case costs would increase greatly for the next licensing period and then we would be looking at increasing fees beyond what might be reasonable. S. Nett explained the agent programs only allow fees to be set that will cover projected costs. L. Asmus questioned if there were pass through fees for this program and S. Nett responded there were but those fees were already figured in the revenue and expenditure amounts. Motion then made by L. Asmus and seconded by T. Rudolph to keep fees the same for the licensing period July 1, 2014 through June 30, 2015. Motion carried.
 4. Review and recommend to the common council for approval, eating and drinking establishment licensing fees (DHS) for licensing period July 1, 2014 through June 30, 2015. S. Nett explained there are pass through fees for this agent contract and they too have been built into the expenditures and revenues. This is part of the food inspection program. Fees are adequate to cover expenses. Motion made by R. Neeck and seconded by L. Asmus to keep the fees as they are currently for the next licensing period July 1, 2014 through June 30, 2015. Motion carried.
 5. Review temporary not-for-profit food licensing fees for licensing period July 1, 2014 through June 30, 2015. S. Nett explained this food inspection program is not part of the agent contract so there is no pass through fee. The permit covers 3 events in a licensing period. The fee covers the cost of instruction and processing of the permit and is adequate. Motion made by T. Rudolph and seconded by R. Neeck to maintain the current fee for the next licensing period July 1, 2014 through June 30, 2015. Motion carried.
 6. Review and recommend to the common council for approval licensing fees for tattoo and body piercing establishments for licensing period 7-1-14 through 6-30-15. S. Nett explained this program is another DHS agent program and does have a pass through fee. Currently, there is only one establishment that does tattoos. S. Nett recommends leaving this fee as is for the next licensing period. Motion to keep the current fee for the licensing period July 1, 2014 through June 30, 2015 made by L. Asmus and seconded by T. Rudolph. Motion carried.
 7. Discuss management of Emergency Preparedness Grant (2014-2015). S. Nett explained there may be a need to contract with the City of Appleton's preparedness coordinator for the first 6 months of the next grant cycle pending the outcome of replacing the public health director. There will be grant objectives that will need to be completed and right now it doesn't appear that health department

staff will be able to do so unless they have some assistance. S. Nett explained this was just informational at this time and no action is needed for now.

8. Review of proposed bed bug ordinance addition. S. Nett explained that she and board member R. Neeck were at a regional meeting and one of the presenters discussed bedbugs. R. Neeck reviewed with the board the information presented on treatments and how difficult it is to abate them if not properly treated by a pest control agency with some expertise in bedbugs. L. Asmus questioned if there was anything learned that would necessitate a change to what already was being proposed. S. Nett explained no but did want board members to know that unless treated appropriately, it could take a multi-unit dwelling some time to rid the building of the bugs. Board members were in consensus that what was originally proposed should now go to the common council for approval, once the city attorney has reviewed the proposed language.

F. HELD OVER BUSINESS

1. None

- G. Motion to adjourn at 9:22 AM made by R. Neeck and seconded by T. Rudolph. Motion carried. Next Meeting April 9, 2014.

**Menasha Health Department
Communicable Disease Report
March 2014**

Chlamydia Trachomatis	7
Giardiasis	1
Gonorrhea	2
Hepatitis C	2
Influenza Associated Hospitalization	1
Salmonellosis	1