

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
06-10-15 8:00 AM
AGENDA**

- A. CALL TO ORDER
- B. ROLL CALL/EXCUSED ABSENCES
- C. MINUTES TO APPROVE
 - 1. [BOH Meeting Minutes 05-13-15](#)
- D. REPORT OF DEPT HEADS/STAFF/CONSULTANTS
 - 1. Administrative
 - a. Health Department Budget and Contracts
 - i. City of Menasha Funding Application - *Healthy Brain Initiative/Dementia-Friendly Communities*
 - ii. Wisconsin Seal a Smile Grant Application Update
 - iii. DHS DPH TB Dispensary
 - iv. DHS DPH Birth Records Agreement
 - b. Communications
 - i. Senior Center
 - ii. Council Meetings
 - iii. Wisconsin Association of Local Health Departments and Boards
 - c. Personnel
 - i. Staffing Changes
 - d. Academic Affiliation Update
 - 2. Employee Safety
 - a. Report to the Board of Health on tests provided
 - 3. Sealer of Weights and Measures
 - 4. Environmental Health
 - 5. Public Health Department
 - a. [Communicable Disease Report](#)
 - b. School Health
 - i. School Absences – Status Report
 - c. Report from staff attending the Wisconsin Public Health Association meeting
 - 6. Health Screening 60+
 - 7. Prevention
 - a. Corny Community Walk update
 - 8. Radon
 - 9. School Health Aides
 - a. Screener
 - 10. Dental Program (screening and fluoride varnish)
 - 11. Lead Prevention
 - 12. Immunization
 - 13. Maternal and Child Health

"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: Lori Asmus, Dianne Hotynski, Nancy McKenney, Dr. Theresa Rudolf, Candyce Rusin,

14. Dental Sealants
15. Quality Improvement
16. Emergency Preparedness
 - a. Fox Valley Healthcare Coalition
 - b. Presentation to DHS DPH Public Health Emergency Preparedness (Response to Sheltering Incident – Fire)
 - c. Scheduled to present at Wisconsin Association of Local Health Departments and Boards – September with Tim Styka re: Active Shooter Incident
17. Twenty Four/Seven
18. Senior Center
 - a. Signage: “Smoking or use of lighted smoking equipment is prohibited in this building. – Please use the designated smoking area.”

E. ACTION ITEMS

1. Policy Review, Discussion, Approval
 - a. Communicable Disease Investigation and Control **Policy**
2. Procedure Review and Discussion
 - a. Communicable Disease Follow – up **Procedure**

F. HELD OVER BUSINESS

G. ADJOURNMENT

1. Next Meeting: Wednesday July 8, 2015

CITY OF MENASHA BOARD OF HEALTH
Minutes
May 13, 2015

A. Meeting called to order at 8:06 AM by Chairman C. Rusin.

B. Present: Candyce Rusin, Lori Amus, Dianne Hotynski, Teresa Rudolph, Nancy McKenney, Mary Fritz, Kortney Dahm, Vicki Schultz, Todd Drew.

C. MINUTES TO APPROVE

1. Motion to approve April 8, 2015 minutes passed by general consent.

D. REPORT OF DEPT HEADS/STAFF/CONSULTANTS

Administrative: Nancy McKenney updated board members on the Budget. Money will be carried forward from 2014 to 2015 budget. Money carried forward will be used for a Document Imaging Project which Nancy McKenney will be working on in 2015-2016. Money carried over will also be used for equipment and supplies. The Menasha Health Department was able to recover money for Ebola trainings/exercises.

Nancy McKenney updated the Board on the Health Department role in an active shooter incident. At the request of Aaron Zemlock, Police Department (lead), the Health Department organized locations and media information with the Victim Crisis Responders (VCRs) so that the public could receive grief support. Services were provided from Monday-Wednesday, primarily at the Library from 8:00 a.m.-8:30 p.m. Nancy McKenney fielded media requests. She distributed the message map and talking points to the Board. She and the VCRs held several TV interviews.

Partnership Community Health Center applied for a grant clinical services to renovate their medical clinical space. Nancy McKenney provided a strong letter of support for the grant.

The City of Menasha will remain an antiviral medication hub for influenza.

Employee Safety Program: Todd Drew updated on the Board on hearing screening for at-risk employees that were completed on April 21, 2015. Todd Drew is working on setting up another date for those employees that were unable to be screened in April. Candyce Rusin asked if there was a hearing protection policy for city employees. Todd Drew verified that there was a policy. Todd Drew finished respirator fit testing for city employees.

Sealer of Weights and Measures: Todd Drew completed weights & measure inspections at several Cities of the Menasha gas stations.

Environmental Health Program: Todd Drew reported that he closed Koslo Park due to unsanitary conditions. Todd Drew reported on the businesses that are new to the City of Menasha. DNR contract will be renewed for \$7500. There will be a freeze on all food license fees until 2017.

Public Health Department: The Communicable Disease Report was reviewed.

Mary Fritz provided a status report on school absences. Absences remain relatively low across the schools.

Linda Palmbach attended the Shopko Kids Safety Day on Saturday May 2. The children had to visit 12 of the 15 stations to be entered to win a prize. 800-100 people attended this event.

Kortney Dahm reported that she completed her scoliosis screening at Maplewood. There were 130 sixth grade students screened.

Health Screening 60+ Program: Vicki Schultz discussed the Senior Center Foot Care Clinic and will be offering more clinic times. Walking club will start this Thursday May 14th. There will be a 6 week nutrition program starting this summer. May 19 the Senior Center will be hosting a Wellness Lab from 7:30-9:30 AM.

Prevention Program: Park and Recreation, Farmers Market, and Health Department (Vicki Schultz, lead) are planning a community walk to promote physical activity on Menasha's walking trails on August 13, rain date August 20, 2015. Food and music will be included.

Vicki Schultz noted that the Weight of the Fox Valley will be sponsoring Passport to Active Living with a kick off on June 1, 2015 at Fritse Park.

Radon: Todd Drew reported that he completed a radon project with the 8th grade Maplewood students. He would have liked more participation in the return of the test kits.

Dental Program: Loretta Kjemhus reported that she is doing her second fluoride varnish at the schools. Loretta Kjemhus will be setting up a booth at the Brain Walk Activity on June 16, 2015 that will be held at the Menasha Library. Nancy McKenney discussed that she was asked to do a cost analysis for the sealant program for the Menasha School District.

Dental Sealant Program: Kathleen Endres is lead on the Children and Youth with Special Health Care Needs Oral Health Program at the Menasha High School.

Quality Improvement: Nancy McKenney reported that Allison Reitzner will be presenting the results of the Menasha Health Department Policies, Procedures, and Protocol project a poster session at the Wisconsin Public Health Association/Wisconsin Association of Local Health Departments and Boards Annual Meeting.

Lead Prevention Program: Todd Drew reported that there is a child in Menasha with elevated lead levels. He discussed the need for accurate testing procedures.

Immunization: No report.

Emergency Preparedness: Loretta Kjemhus reported that the next meeting with the NEW Public Health Preparedness Partnership will be held on June 11, at the Appleton Health Department. The Annual "Walk Through and Review" of our Mass Clinic site will be held June 2 at UW-Fox Valley.

Senior Center: Nancy McKenney noted that the Menasha Senior Center renovation is nearly completed. Todd Drew reported that there is a punch list of activities that are being completed.

Wellness: Loretta discussed that she will be giving up her position on the Wellness Committee. Kortney Dahm will be taking over for her effective June 1, 2015.

E. ACTION ITEMS:

Procedures: The Radon Procedure was reviewed by the Board. There were no changes or amendments offered.

F. HELD OVER BUSINESS: None

G. ADJOURNMENT:

Candyce Rusin adjourned the meeting at 10:30 am.

The next meeting will be on August 12, 2015.

Cumulative Report

Date Type: Create

Date Range: 05/01/2015 to 05/31/2015

Incident Jurisdiction:

Health Jurisdiction: Health Jurisdiction

Outbreak Jurisdiction:

Transmission Status:

Resolution Status: Confirmed, Probable, Suspect

Process Status:

Prepared By: WEDSS (Preparer's Title)

Telephone: 9885297959

Fax: 9848999801

<u>Disease Name</u>	<u>Number of Incidents</u>
CHLAMYDIA TRACHOMATIS INFECTION	6
HEPATITIS C	2
TUBERCULOSIS, LATENT INFECTION (LTBI)	2

Information contained on this form or report which would permit identification of any individual has been collected with a guarantee that it will be held in strict confidence, will be used only for surveillance purposes, and will not be disclosed or released without the consent of the individual in accordance with Section 308(d) of the Public Health Service Act (42 U.S.C. 242m).