

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
August 10, 2016 8:00 AM
Board of Health Meeting
AGENDA**

- A. CALL TO ORDER
- B. ROLL CALL/EXCUSED ABSENCES
- C. MINUTES TO APPROVE
 - 1. [BOH Meeting Minutes 07-13-16](#)
- D. REPORT OF DEPT HEADS/STAFF/CONSULTANTS
 - 1. Administrative
 - a. Health Department Budget and Contracts
 - i. Asbestos Compliance Inspection Contract Agreement between the State of Wisconsin Department of Natural Resources and the City of Menasha Health Department
 - ii. Wisconsin Seal a Smile (SAS) Program Grant Award
 - iii. Public Health Emergency Preparedness grant
 - iv. Update on Proposed 2017 Budget
 - b. Communications
 - i. Community Health Assessment
 - ii. Poverty Outcomes and Improvement Network Teams (POINT)
 - c. Training
 - d. Personnel
 - i. Public Health Nurse
 - e. Academic Affiliation Update
 - i. University of Wisconsin Oshkosh, RN to BSN student intern
 - ii. University of Wisconsin Oshkosh, BSN students
 - 2. Employee Safety
 - 3. Sealer of Weights and Measures
 - 4. Environmental Health
 - a. Update on amending Title 7 Chapter 6 Code of Ordinances – Restaurant and Retail Food Establishments
 - 5. Public Health Department
 - a. Communicable Disease Report
 - i. [July 2016](#)
 - ii. January-July 2016
 - iii. Update on STI
 - b. Elizabethkingia Infection – WI DHS
 - c. Zika Virus Update – WI DHS and CDC
 - d. School Health
 - i. CPR Classes – Status Report
 - 6. Health Screening 60+
 - 7. Prevention
 - 8. Radon

"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,

9. School Health Aides
10. Dental Program (screening, fluoride varnish, Children and Youth with Special Healthcare Needs)
11. Lead Prevention
12. Immunization
13. Maternal and Child Health
14. Dental Sealants
15. Emergency Preparedness
16. Twenty Four/Seven
17. Senior Center

E. ACTION ITEMS

1. Policy Review, Discussion, Approval
 - a. Policy Review and Action
 - i. Privacy Policy
 - ii. Records Retention Policy
 - b. Procedure Review
 - i. Client Transfers and Referrals
 - ii. Confidentiality and Access to Client Records
 - iii. Petty Cash
 - iv. Program Purchases
 - v. Credit Card Purchases

F. HELD OVER BUSINESS

G. ADJOURNMENT - Next Meeting: Wednesday September 14, 2016

CITY OF MENASHA BOARD OF HEALTH
Minutes
July 13th, 2016

A. Meeting called to order at 8:07 AM by Nancy McKenney, Secretary.

B. Roll Call: Present: Candyce Rusin, Nancy McKenney, Kristene Stacker, Lori Asmus Excused: Teresa Rudolf
Staff: Mary Fritz, Loretta Kjemhus, Vicki Schultz, Liz Rosin, Todd Drew

C. MINUTES TO APPROVE

Kristene Stacker moved to approve June 8, 2016 minutes, seconded by Lori Asmus.

Motion passed.

D. REPORT OF DEPT HEADS/STAFF/CONSULTANTS

Administrative: Nancy McKenney welcomed new Board of Health member Kristene Stacker. Wisconsin Seal a Smile:

Nancy McKenney distributed a copy of the Wisconsin Seal a Smile grant application and noted it was submitted early for a technical review. She noted that grant funding announcements will be made in August. Public Health Emergency Preparedness: The Division of Public Health is anticipating a slight reduction in preparedness grant awards this year.

Community Health Assessment: Nancy McKenney noted that the City of Menasha community health assessment and plan will be completed and she and the City of Appleton public health director will be collaborating on developing reports.

Academic Affiliation Update: Nancy McKenney reported that there will be a University of Wisconsin Oshkosh, RN BSN student intern placed at the Menasha Health Department this fall for (84 hours).

Employee Safety Program: CVMIC conducted a re-inspection of the pool related to previous safety audit. The re-inspection found previous safety issues had been corrected. Todd Drew conducted 7 sessions to train summer help. Sessions took approximately 8.5 hours total.

Environmental Health Programs: Todd Drew updated the Board of Health on 878 Second Street and 1000 3rd Street.

RR Donnelly: **Todd** Drew conducted a walk thru at the request of Pam Captain City Attorney, to assess asbestos issues.

Beach sampling results for E. coli have been very low <100MPN, Blue-Green Algae caution signs put up at all lake / river points of access including beach, Jefferson Park, Smith Park. Gas pump inspections were the focus of weights and measures for the past 30 days. Festival Food Scales - Festival foods scales are currently being worked on. Festival Foods have a total of 40 scales. New Ordinance, Policy, Changes in Procedure: Todd Drew updated the Board of Health on the Department of

Agriculture Trade and Consumer Protection (DATCP)/Wisconsin Division of Public Health (DHS) merger which took affect 7/1/16. The impact to the Environmental Health Program will be that all ordinances and policies will have to be updated. DATCP has also submitted a new agent contract which will merge the 2 existing agent contracts into one. Northeast

Wisconsin Region Environmental Health Supervisors are in the process of discussing the impacts of some of those changes.

The Communicable Disease Reports: were reviewed by the Board. The Board reviewed monthly and year-to-date Communicable Disease reports. Nancy McKenney reported that chlamydia and gonorrhea cases have increased in 2016 in comparison to 2015. Nancy McKenney updated the Board on the Elizabethkingia Infection. Liz Rosin reported the nurses are working on latent TB cases.

School Health: Liz Rosin reported that the Menasha Health Department has completed the June CPR and First Aid classes for the Menasha Joint School District and City of Menasha staff. It was agreed that "training" would be placed on the next agenda.

Health Screening 60+ Program: Vicki Schultz reported her foot care clinics are well attended. Jean Wollerman offered a Nordic walking stick presentation at the Senior Center.

Prevention Program: The Prevention Program is in the process of planning the 2nd Annual Corny Community Walk which will be held August 11, 2016. The Corny Community Walk will have several new sponsors this year along with more activity stations. Vicki Schultz reported that she completed her mid-year review on July 10. Vicki Schultz is in the process of doing a breastfeeding program with area childcare centers, there are centers participating.

Radon: No Report

School Health Aides: No report

Dental Program: Loretta Kjemhus reported the fall dental and hearing schedule has been created and confirmed by Menasha Joint Schools. Fluoride application #3 is to be scheduled for November, 2016.

Dental Sealant Program: Nancy McKenney noted that the Wisconsin Seal a Smile Program Application included a request for funds to purchase a new compressor for the dental sealant program.

Lead Prevention Program: Liz Rosin reported residents have moved into Menasha with elevated lead levels. She will be contacting and working with the families.

Immunization: The Health Department was informed that they will not be receiving flu mist for 2016-2017.

Health Screening: Loretta Kjemhus reported the Lion's Club will be doing the vision screenings for Menasha Joint School students, age 3 through grade 5. Nancy McKenney will contact Trinity and St. Mary's schools to see if they would like to participate in this program.

Emergency Preparedness: Loretta Kjemhus reported 92 additional mass clinic signage was made to be used for a real emergency event. Fatality Management Plan meeting is in the process of being set up. Loretta Kjemhus is updating emergency plans and Butte des Morts school flu clinic documents.

Twenty Four/Seven: No Report

Senior Center: No Report

Policy and Procedure Review: Nancy McKenney distributed the Animal Bite Procedure to the board for review. Motion to approve was made by Lori Asmus, second by Kristene Stacker.

E. HELD OVER BUSINESS: None

F. ADJOURNMENT: Lori Asmus moved to adjourn the meeting, seconded by Kristene Stacker. Motion passed.

Nancy McKenney adjourned the meeting at 9:12 am. The next meeting will be on August 10, 2016 at 8:00 a.m.

Cumulative Report

Date Type: Create

Date Range: 07/01/2016 to 07/31/2016

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>
BABESIOSIS	1
CHLAMYDIA TRACHOMATIS INFECTION	10
EHRlichiosis/ANAPLASMOSIS, undetermined	1
GONORRHEA	1
HEPATITIS C, CHRONIC	1
LYME DISEASE	2
LYME LABORATORY REPORT	3
PERTUSSIS (WHOOPING COUGH)	1
SALMONELLOSIS	1

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).