

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
September 14, 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 08-10-2016](#)
- D. REPORT OF DEPT HEADS/STAFF/CONSULTANTS
 - 1. Administrative
 - a. Health Department Budget and Contracts
 - i. 2016 Food Safety and Recreational Licensing Agreement between the State of Wisconsin Department of Agriculture, Trade and Consumer Protection and the City of Menasha Health Department
 - ii. ICS 206 Medical Plan
 - iii. MOA Dispensing Site Agreement with UW Fox Valley
 - iv. Influenza Vaccine fee increase from \$16.00-\$17.00/dose
 - v. Update on 2016 Projected Budget and 2017 Proposed Budget
 - b. Communications
 - i. Community Health Assessment
 - ii. Poverty Outcomes and Improvement Network Teams (POINT)
 - c. Personnel
 - i. Public Health Nurse
 - ii. Public Health Dental Hygienist
 - d. Academic Affiliation Update
 - i. Student Interns
 - 2. Employee Safety
 - 3. Sealer of Weights and Measures
 - 4. Environmental Health
 - a. Update on Title 7 Chapter 6 Code of Ordinances – Restaurant and Retail Food Establishments
 - 5. Public Health Department
 - a. Communicable Disease Report
 - i. [August 2016](#)
 - ii. January-August 2016
 - b. Elizabethkingia Infection – WI DHS
 - c. Zika Virus Update – WI DHS and CDC
 - d. School Health
 - i. Absences
 - 6. Health Screening 60+
 - 7. Prevention
 - 8. Radon
 - 9. School Health Aides

"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,

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
 - a. Influenza Vaccine Clinic
16. Twenty Four/Seven
17. Senior Center

E. ACTION ITEMS

1. Policy Review, Discussion, Approval
 - a. Policy Review and Action
 - b. Procedure Review
 - i. Disposal/Denaturing Food
 - ii. Foodborne Illness Complaint

F. HELD OVER BUSINESS

G. ADJOURNMENT - Next Meeting: Wednesday October 12, 2016

CITY OF MENASHA BOARD OF HEALTH
Minutes
August 10th, 2016

A. Meeting called to order at 8:20 AM by Candi Rusin, Chairman.

B. Roll Call: Present: Candyce Rusin, Nancy McKenney, Kristene Stacker, Dr. Teresa Rudolf Excused: Lori Asmus Staff: Mary Fritz, Loretta Kjemhus, Linda Palmbach, Todd Drew

C. MINUTES TO APPROVE

Kristene Stacker moved to approve July 13, 2016 minutes, seconded by Dr. Teresa Rudolf. .
Motion passed.

D. REPORT OF DEPT HEADS/STAFF/CONSULTANTS

Administrative: *Health Department Contracts:* Nancy McKenney reviewed the Asbestos Compliance Inspection Contract Agreement between the State of Wisconsin Department of Natural Resources and the City of Menasha Health Department. Dr. Teresa Rudolf moved to approve the contract, seconded by Kristene Stacker. Motion passed.

Nancy McKenney announced that the 2016-2017 Seal a Smile grant application was funded. In addition to grant funds, the Seal a Smile program will purchase the Menasha Health Department a Pro-Seal Cart for dental sealant placement.

Nancy McKenney noted there will be a 4% decrease in the Emergency Preparedness grant. The City of Menasha budget process is underway. Nancy McKenney is in the process of preparing the proposed 2017 Department budget.

Communications: POINT project: Nancy McKenney noted she is working with the Menasha Library and vending machine operators to post information near soda machines to assist consumers in evaluating product selections. The City of Appleton, De Pere, and Winnebago County are participating in this pilot project. The goal is to reduce the consumption of sugary beverages. Kristene Stacker updated the Board of Health members on progress for the Partnership Community Health Center POINT project, the COTS program to reduce emergency room visits and link residents to medical, dental, and behavioral health services

Personnel: Nancy McKenney reported that Vicki Schultz, Public Health Nurse will be moving out of state. Nancy McKenney is working with Health Department staff and Human Resources on a plan to restructure and post the position. *Academic Affiliations:* She noted there will be a University of Wisconsin Oshkosh, RN BSN student intern placed at the Menasha Health Department starting in September.

Employee Safety Program: Todd Drew is attending monthly safety meetings.

Sealer of Weights and Measures: High Speed Fuel inspections were completed at Kwik Trip. There were 42 scales inspected at Festival, 2 were rejected at installation.

Environmental Health Programs: Todd Drew reported there were 2 restaurant complaints received within 24 hours. Todd Drew will assist with the environmental portion of a demolition of the former Urban Evolutions on Midway Road. Todd Drew is in the process of completing Environmental Health program policy, procedure and ordinance updates prior to the program audit. Todd Drew discussed plans to demolish a property on Second Street to abate human health hazards. Demolition is set for Monday August 15, 2016.

The Communicable Disease Reports: The Board reviewed monthly and year-to-date Communicable Disease reports. Nancy McKenney updated the Board on the Elizabethkingia Infection and Zika virus. Linda Palmbach reported the nurses are working on 2 latent TB cases.

School Health: Loretta Kjemhus reported that the Menasha Health Department has completed the August CPR and First Aid classes for the Menasha Joint School District and City of Menasha staff. Sixty six MJSD and City staff attended these classes.

Health Screening 60+ Program: Nancy McKenney reported to the Board of Health members that Public Health Nurse Vicki Schultz is leaving the Menasha Health Department; her last day will be August 12, 2016.

Prevention Program: The Prevention Program is in the process of planning the 2nd Annual Corny Community Walk which will be held August 11, 2016. There are many community partners (Walgreens, Neenah Menasha Fire Department, Park and Recreation, Police Department, Senior Center, Kwik Trip)

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 schools. Loretta Kjemhus attended the Back to School Fair (community outreach event) that was held on August 4, 2016. Over 1000 families participated in this event.

Dental Sealant Program: Nancy McKenney distributed a copy of the Wisconsin Seal a Smile grant application and noted the Menasha Health Department was awarded \$6,600 in grant funds and the Seal a Smile program will purchase the City of Menasha Health Department a ProSeal cart.

Lead Prevention Program: No Report

Maternal and Child Health: Nancy McKenney reported that Public Health Nurse Vicki Schultz has initiated breastfeeding- friendly trainings with several area childcare centers.

Immunization: Linda Palmbach reported she is working with surrounding Health Departments on the tdap vaccine objective.

Health Screening: Loretta Kjemhus reported the Lion's Club will be doing the vision screening demonstration for Trinity School principal on August 10, 2016 at the Menasha Health Department. Liz Rosin will be training audiology screeners on August 11, 2016.

Emergency Preparedness: Loretta Kjemhus provided consultation services to Marquette County Health Department. They are setting up a vaccine clinic and requested our clinic forms, procedures, and advice for planning.

Twenty Four/Seven: Nancy McKenney reported she was evaluating upgrading phones for nursing staff to secure data and information, enhance communications, and use as hot spots for laptop computers.

Senior Center: No Report

Policy and Procedure Review: Nancy McKenney distributed the Privacy Policy to the Board of Health for review. Motion to approve was made by Dr. Teresa Rudolf, second by Kristene Stacker.

E. HELD OVER BUSINESS: None

F. ADJOURNMENT: Candi Rusin moved to adjourn the meeting, seconded by Kristene Stacker. Motion passed. Candi Rusin adjourned the meeting at 9:35 am. The next meeting will be on September 14th, 2016 at 8:00 a.m.

Cumulative Report

Date Type: Create

Date Range: 08/01/2016 to 08/31/2016

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>
CHLAMYDIA TRACHOMATIS INFECTION	10
GONORRHEA	4
HEPATITIS B, Unspecified	1
HEPATITIS C, CHRONIC	3
LYME DISEASE (B.BURGDORFERI)	1
PERTUSSIS (WHOOPIING COUGH)	2
SALMONELLOSIS	1
VARICELLA (CHICKENPOX)	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).