

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  
October 12, 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 09-14-2016](#)
- D. REPORT OF DEPT HEADS/STAFF/CONSULTANTS
  - 1. Administrative
    - a. Health Department Budget and Contracts
      - i. Contract Updates
        - a. Consolidated Contracts DHS
        - b. Other contracts
      - ii. 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
    - d. Academic Affiliation Update
      - i. Fox Valley Technical College
  - 2. Employee Safety
  - 3. Sealer of Weights and Measures
  - 4. Environmental Health
    - a. Site visit
    - b. Case review
  - 5. Public Health Department
    - a. Communicable Disease Report
      - i. [September 2016](#)
      - ii. January-September 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
  - 10. Dental Program (screening, fluoride varnish, Children and Youth with Special Healthcare Needs)
  - 11. Lead Prevention
  - 12. Immunization

"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,

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

F. HELD OVER BUSINESS

G. ADJOURNMENT - Next Meeting: Wednesday November 9, 2016

**CITY OF MENASHA BOARD OF HEALTH**  
**Minutes**  
**September 14th, 2016**

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

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

C. MINUTES TO APPROVE

Lori Asmus moved to approve August 10, 2016 minutes, seconded by Kristene Stacker.  
Motion passed.

D. REPORT OF DEPT HEADS/STAFF/CONSULTANTS

**Administrative:** Nancy McKenney and Todd Drew reviewed the 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. Kristene Stacker moved to approve the contract, seconded by Lori Asmus. Motion passed.

Nancy McKenney reviewed the ICS 206 Medical Plan. Kristene Stacker moved to approve the agreement, seconded by Lori Asmus. Motion passed.

Nancy McKenney noted there will be a 4% decrease in the Emergency Preparedness grant.

Nancy McKenney reviewed the MOA Dispensing Site Agreement with UW Fox Valley. Lori Asmus moved to approve the agreement, seconded by Dr. Teresa Rudolf. Motion passed.

*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 goal is to reduce the consumption of sugary beverages.

*Personnel:* The .58 FTE Public Health Nurse position has been posted.

*Academic Affiliations:* Nancy McKenney noted there will not be a University of Wisconsin Oshkosh, RN BSN student intern placed at the Menasha Health Department in September.

Nancy McKenney requested the Influenza Vaccine fee increase from \$16.00-\$17.00/dose for 2016-17. Dr. Teresa Rudolph moved to approve the influenza vaccination fee from \$16.00-\$17.00/dose, seconded by Lori Asmus. Motion passed.

**Employee Safety Program:** Todd Drew is attending monthly safety meetings. A Safety Grant request was made in the amount of \$7,000 matching grant to CVMIC. The grant will reimburse \$7000 for safety equipment. CVMIC Ben Rank and Todd Drew will be conducting a follow-up safety audit at Public Works Facilities.

**Sealer of Weights and Measures:** Todd Drew inspected gas pumps in the city for evidence of credit card skimmers as cited in the news. None were found however they were found in Appleton, Grand Chute and Oshkosh most locally. Many others were found Statewide. FBI is the lead on the investigation thought to be one group installing these skimmers.

**Environmental Health Programs:** Todd Drew reported the Demolition at 878 2<sup>nd</sup> Street is complete; the total cost was over \$20,000. Todd Drew is assisting Community Development on the removal of asbestos and the building demolition related to a DNR funded grant to revitalize the property of 867 Valley Road. Todd Drew attended the Central Region FDA Food Safety Conference in late August. Todd Drew reported a New Restaurant opened in the City of Menasha; Parker Johns. Todd Drew reported city ordinance related to Food Safety and Recreational Licensing inspections was revised to show DATCP

only and to change all related State Administrative Codes. Todd Drew reported the Food Safety Program to be audited in late September.

**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 currently working on 1 latent TB case.

**School Health:** School Absences is low.

**Health Screening 60+ Program:** Nancy McKenney discussed with Board of Health members about the foot care program at the Senior Center.

**Prevention Program:** No Report

**Radon:** No Report

**School Health Aides:** No report

**Dental Program:** Loretta Kjemhus participated in the library community outreach event on 8-25-16. Over 60 families participated. Information on dental health/dental access was distributed with along with toothbrush and toothpaste. Dental & hearing screenings are in process for elementary, middle and high school students. Vision screening is scheduled by Lion's Club for October 2016. Fluoride varnish #3 application for 2016 is in the process of being scheduled for November 2016.

**Dental Sealant Program:** Nancy McKenney reported that Claire Opsteen, dental hygienist is preparing for the sealant program.

**Lead Prevention Program:** Todd Drew reported he is working with a woman who had a hair test done for heavy metals. Lead and Antimony were identified. Dust and water sampled for lead. No antimony source noted. It was recommended that the woman have a heavy metals test run on her blood. 6 year old child was also recommended tested for lead - none detected indicating the house is unlikely the source of her issue.

**Maternal and Child Health:** No Report

**Immunization:** Liz Rosin discussed a new vaccine Meningococcal B (MenB) that is being offered at the Menasha Health Department.

**Emergency Preparedness:** Loretta Kjemhus attended the North East Wisconsin Public Health emergency preparedness meeting held at Green Lake County Health Department on 8-13-2016. Nancy McKenney has updated the Memorandum of Understanding with UW-Fox-Valley as dispensing site for emergency mass clinic. Approval from Pam Captain is pending. Medical Reserve Corp has drafted a medical plan (ICS 206) for mass clinic emergency events. Approval from BOH is pending.

**Twenty Four/Seven:** Nancy McKenney has proposed smart phones in the 2017 budget. These could be used as hot spots for laptops.

**Senior Center:** No Report

**Policy and Procedure Review:** Nancy McKenney distributed Environmental Health policies 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: Dr. Teresa Rudolph moved to adjourn the meeting, seconded by Lori Asmus. Motion passed. Candyce Rusin adjourned the meeting at 9:16 am. The next meeting will be on October 12th, 2016 at 8:00 a.m.

# Cumulative Report

Date Type: Create

Date Range: 09/01/2016 to 09/30/2016

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	8
GIARDIASIS	1
GONORRHEA	1
HEPATITIS C, CHRONIC	3
LYME LABORATORY REPORT	2
PERTUSSIS (WHOOPIING COUGH)	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).