

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
January 11, 2017 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 December 14, 2016](#)
- D. REPORT OF DEPT HEADS/STAFF/CONSULTANTS
 - 1. Administrative
 - a. Health Department Budget and Contracts
 - i. Contract Updates
 - a. Consolidated Contracts DHS
 - ii. Update on 2016 Projected Budget and 2017 Proposed Budget
 - iii. Update on relocation of the Health Department to 100 Main Street
 - b. Correspondence/Communications
 - c. Personnel
 - i. Public Health Dental Hygienist
 - ii. Senior Center Director
 - iii. School Health Aide
 - d. Academic Affiliation Update
 - i. University of Wisconsin Oshkosh
 - ii. Fox Valley Technical College
 - 2. Employee Safety
 - 3. Sealer of Weights and Measures
 - 4. Environmental Health
 - a. Retail Program Standards Grant application
 - b. Proposed Restaurant Remodel Inspection fee (\$150.00)
 - 5. Public Health Department
 - a. Communicable Disease Report
 - i. [December 2016](#)
 - ii. January-November 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

"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,

12. Immunization
13. Maternal and Child Health
14. Dental Sealants
15. Emergency Preparedness
 - a. Bioterrorism grant
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 February 8, 2017

CITY OF MENASHA BOARD OF HEALTH

Minutes

December 14, 2016

A. Meeting called to order at 8:07 AM by Candyce Rusin, Chairman.

B. Roll Call: Present: Candyce Rusin, Nancy McKenney, Theresa Rudolph

Staff: Mary Fritz, Kortney Dahm, Claire Opsteen, Meghan Pauly, Linda Palmbach, Todd Drew

Absent: Kristene Stacker, Lori Asmus

C. MINUTES TO APPROVE

Theresa Rudolph moved to approve November 9, 2016 minutes, seconded by Candyce Rusin.

Motion passed.

D. REPORT OF DEPT HEADS/STAFF/CONSULTANTS

Administrative: Budgets and Contracts: Nancy McKenney noted the Menasha Health Department budget was final and contracts being finalized. Nancy McKenney updated the Board of Health on the relocation of the Health Department to 100 Main Street with the Menasha Joint School District.

Correspondence/Communications: Nancy McKenney noted she gave a Community Health Assessment Presentation for an English class at Menasha High School.

Nancy McKenney reviewed memos to the Common Council: Approval to Apply for and Accept \$2500.00 in Retail Program Standards Grant Funds and Budget Adjustments from November 14, 2016 Budget Session. She also reviewed a talking points paper to the Taskforce (Appleton) – Older Adult/Community Center Project: Menasha Senior Center; and a Website posting: Let's get the lead Out. This document was for residents for technical assistance guidance and education.

Personnel: Nancy McKenney reported Loretta Kjemhus, Dental Hygienist announced her retirement effective March 2017. Jean Wollerman, YMCA Older Adult Living Coordinator and Menasha Senior Center Director submitted her resignation to the YMCA.

Academic Affiliations: Nancy McKenney discussed University of Wisconsin Oshkosh nursing student program and concerns about students not being as engaged with the public health department or community as in the past. Consensus was that Nancy McKenney speak to the program director and resolve this prior to signing a site agreement.

Employee Safety Program: Todd Drew attended regular scheduled safety meetings. Quantitative respirator fit testing was completed on DPW/Parks staff. Department of Public Works purchased 4 new gas meters for monitoring air quality in confined spaces. CIVMIC conducted a re-inspection of the PWF, no problems noted.

Sealer of Weights and Measures: Todd Drew reviewed Inspections of gas pumps conducted in November. Todd Drew reported 2 new weight standards, scale case and battery for scale were purchased.

Environmental Health Programs: Todd Drew reported building that 867 Valley Road is completely down. Todd Drew reported 3 houses were placarded in the City of Menasha. Todd Drew reported Third Street Market will close by the end of the year. Arby's closed and has relocated to the Valley Fair Mall area. Todd Drew completed 3 Department of Natural Resources inspections.

Communicable Disease Reports: The Board reviewed monthly and year-to-date Communicable Disease reports. Linda Palmbach updated the Board of Health on monthly communicable diseases. Liz Rosin attended a TB summit on November 3, 2016.

School Health: School absences are low. Kortney Dahm updated the Board of Health on the changes made to the pediculosis (Head Lice) policy and procedures. Loretta Kjemhus reported that nurses are following up with parents of children with hearing and vision issues.

Health Screening 60+ Program: No Report

Prevention Program: No Report

Radon: Claire Opsteen & Todd Drew amended the Radon PowerPoint and posted it to the city website. Additional links from CDC, EPA, and DHS regarding radon have been added.

School Health Aides: No report

Dental Program: Loretta Kjemhus reported dental talks are completed, 105 classes were seen. Head Start dental talks will be scheduled for January or February 2017. The Fluoride Varnish program is complete for grade 4K-grade 1, 1010 fluorides were applied. Claire Opsteen reported Children and Youth with Special Health Care Needs parent letters and surveys were being sent at the end of December 2016.

Dental Sealant Program: The positive consent return rate has more than doubled in comparison with 2015.

Lead Prevention Program: The number of blood lead level tests 5 µg/dL or higher were reviewed with the Board of Health

Maternal and Child Health: Claire Opsteen met with Mary Rosechy from Department of Health Services, Claire will be completing her end of year report in December 2016.

Immunization: Liz Rosin reviewed the immunization plan that will need to be implemented during our move in spring. Digital Data Loggers will need to be purchased in 2017. She will be helping to plan for proper vaccine management during the move to the new health department.

Emergency Preparedness: Loretta Kjemhus noted a tabletop exercise will be conducted on 2/14/2017 at 1:00 to discuss a specific catastrophic event. Staff and emergency partners will be invited to attend. More information to follow in January 2017.

Twenty Four/Seven: No Report

Senior Center: No Report

Policy and Procedure Review: No Report

E. HELD OVER BUSINESS: None

F. ADJOURNMENT: Theresa Rudolph moved to adjourn the meeting, seconded by Candyce Rusin. Motion passed. Candyce Rusin adjourned the meeting at 9:30 am. The next meeting will be on January 11th, 2017 at 8:00 a.m.

Cumulative Report

Date Type: Create

Date Range: 12/01/2016 to 12/31/2016

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>
CAMPYLOBACTERIOSIS	1
CHLAMYDIA TRACHOMATIS INFECTION	3
GIARDIASIS	1
HEPATITIS B, Unspecified	1
HEPATITIS C, CHRONIC	3
INFLUENZA-ASSOCIATED HOSPITALIZATION	1
LYME LABORATORY REPORT	2
PERTUSSIS (WHOOPING COUGH)	4
SYPHILIS REACTOR	1
SYPHILIS, LATE LATENT	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).