

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
February 15, 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 January 11, 2017](#)
- D. REPORT OF DEPT HEADS/STAFF/CONSULTANTS
 - 1. Administrative
 - a. Health Department Budget and Contracts
 - i. Contract Updates
 - a. Public Health Emergency Preparedness Scholarships
 - ii. Update on relocation of the Health Department to 100 Main Street
 - b. Correspondence/Communications
 - i. Common Council memos: Retail Program Standards Grant; 2016 Expenditure Budget
 - c. Personnel
 - i. Staffing plans for Public Health Dental Hygienist
 - ii. Cheryl Richard, Senior Center Director
 - iii. Claudia Gonzalez, 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. Proposed Restaurant Remodel Inspection fee (\$150.00)
 - 5. Public Health Department
 - a. Communicable Disease Report
 - i. [January 2017](#)
 - ii. Influenza Outbreak
 - iii. Norovirus Outbreak
 - 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. Scholarships
- 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 March 8, 2017

CITY OF MENASHA BOARD OF HEALTH

Minutes

January 11, 2017

A. Meeting called to order at 8:05 AM by Nancy McKenney, Secretary.

B. Roll Call: Present: Lori Asmus, Nancy McKenney, Theresa Rudolph, Kristene Stacker
Staff: Mary Fritz, Claire Opsteen, Meghan Pauly, Liz Rosin, Loretta Kjemhus, Todd Drew
Absent: Candyce Rusin

C. MINUTES TO APPROVE

Lori Asmus moved to approve December 14, 2016 minutes, seconded by Kristene Stacker.
Motion passed.

D. REPORT OF DEPT HEADS/STAFF/CONSULTANTS

Administrative: Budgets and Contracts: Nancy McKenney noted the Menasha Health Department budget and contracts were 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. Nancy McKenney noted Emmons Business Interiors donated several furniture items to the Health Department.

Correspondence/Communications: No report

Personnel: Nancy McKenney reported that Loretta Kjemhus, Public Health Dental Hygienist announced her retirement effective March 2017. Jean Wollerman, YMCA Older Adult Living Coordinator and Menasha Senior Center Director has accepted a position for the City of Oshkosh. The Menasha Senior Center is in the process of hiring another director.

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. Nancy McKenney spoke to the program director and will resolve this prior to signing a site agreement.

Employee Safety Program: Todd Drew completed all respiratory fit testing (38 employees) using Porta County Quantitative Fit Testing unit. Conducted regularly scheduled safety meetings including a Safety Audit conducted at the Library. Investigated an indoor air quality complaint at the Health Department Building - issue identified and addressed using HEPA air filtration in the particular office.

Sealer of Weights and Measures: Focus will be on price verification audits in January and February. Package checking was completed at Papa Murphy's, 13 containers of raw cookie dough were ordered off sale due to short weight.

Environmental Health Programs:

Retail Program Standards Grant Application: The Menasha Health Department received FDA Retail Program Standards funding (\$2,500) to update self-assessment and have validation audit completed.

Proposed Restaurant Remodel Inspection Fee: Todd Drew explained the need for a Restaurant Remodel Inspection Fee. A reasonable fee for this is \$150.00. It was moved by Lori Asmus, seconded by Kristene Stacker that the Menasha Health Department charge Restaurant Remodel Inspection fees of \$150.00. Motion passed.

Program Updates: Valley Road demolition project on-going, concrete crushing is the only remaining process. RR Donnelly is working with the City Attorney, Community Development and OMNI Associates to come to an agreement with the current owner on Phase II sampling needs. The second floor at 629 Appleton Street remains placarded. There have been no additional police calls to the site. The occupant at 1000 Plank Road #6 removed all belongings. The owner is now required to make adequate corrections related to ammonia, pet feces and other health hazards which may still be present 877 Seventh Street. Orders were issued orders that the residence is not fit for children to occupy, based on conditions reported by the Menasha Police Department (photos, chest camera). There is a carbon monoxide risk, plumbing issues, electrical hazards and very poor sanitary conditions. There have been two new Micro Markets licensed at Faith Technology and Network Health. The new City annexation included a tattoo parlor on Ninth Street which will be licensed by Menasha Health next year. Taco Bell will be inspected following completion following renovation activity and prior to re-opening pending week of January 16, 2017. Todd Drew completed the search engine with Patrick James, IT, to allow Menasha Health Department to look up houses for age of construction and type of water service. This will help

assess potential lead hazards and provide information related to home owners. Todd Drew is attending a meeting with Kaukauna Utilities on Friday 1/13 to discuss their program and ordinance related to lead lateral replacement.

Communicable Disease Reports: The Board reviewed monthly and year-to-date Communicable Disease reports. Sexually transmitted diseases were higher in 2016 than in 2015.

School Health: School absences are low.

Health Screening 60+ Program: Meghan Pauly discussed purchases made to equip the Wellness room at the Senior Center.

Prevention Program: Claire Opsteen reported she will be planning the annual Corny Walk for 2017.

Radon: Claire Opsteen reported she emailed realtors in Menasha the web link to the city website for Radon Awareness month.

School Health Aides: Nancy McKenney noted there will be a School Health Aide position open in the Menasha School District.

Dental Program: Loretta Kjemhus reported dental talks are complete for 2016. Head Start dental talks are scheduled for February 2017. Loretta is working on orientation binder for her programs. Meetings have been scheduled to review her grants with Claire Opsteen. Follow-up is in process for those children that have not received dental care. The 2017 Fluoride Varnish program will begin in March. Claire Opsteen reported on the Children and Youth with Special Health Care Needs program. Parent letters and surveys were mailed out on December 22, 2016. Tentative date is set for February 7, 2017 to begin screenings and education.

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

Lead Prevention Program: No Report

Maternal and Child Health: Claire Opsteen will be following up with daycare centers that want to become breastfeeding friendly in 2017.

Immunization: No Report

Emergency Preparedness: Loretta Kjemhus will complete the immunization exercise after action report and improvement plan before she retires in March. Loretta Kjemhus has completed updating point of dispensing sites on PCA portal. Loretta Kjemhus reported Menasha Health Department & MRC staff will be attending a preparedness exercise on February 14, 2017 at the Appleton Library.

Twenty Four/Seven: Smart Phones were purchased for Nursing Staff.

Senior Center: Meghan Pauly reported she has made purchases for the wellness room 60+ program at the Senior Center.

Policy and Procedure Review: No Report

E. HELD OVER BUSINESS: None

F. ADJOURNMENT: Lori Asmus moved to adjourn the meeting, seconded by Theresa Rudolph. Motion passed. Nancy McKenney adjourned the meeting at 9:10 am. The next meeting will be on February 8, 2017 at 8:00 a.m.

Cumulative Report

Date Type: Create

Date Range: 01/01/2017 to 01/31/2017

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	9
GONORRHEA	3
HEPATITIS B, CHRONIC	1
HEPATITIS C, CHRONIC	1
INFLUENZA-ASSOCIATED HOSPITALIZATION	1
LYME LABORATORY REPORT	1
PERTUSSIS (WHOOPING COUGH)	1
SYPHILIS, SECONDARY	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).