

**CITY OF MENASHA BOARD OF HEALTH**

**Minutes**

**September 14, 2018**

A. Meeting called to order at 8:04 AM by Candyce Rusin.

B. Roll Call: Present: Nancy McKenney, Lori Asmus, and Teresa Rudolph, Candyce Rusin, Krisene Stacker

Staff: Kortney Dahm, Mary Fritz, Kristine Jacobsen, Meghan Pauly

Guest: Megan Davis, RN, UW Oshkosh Nursing Program

**C. MINUTES TO APPROVE**

Candyce Rusin moved to approve the August 17, 2018 minutes, seconded by Nancy McKenney, motion passed

**D. REPORT OF DEPT HEADS/STAFF/CONSULTANTS**

**Administrative: Budgets and Contracts:** Nancy McKenney was notified that the Menasha Health Department State Health Plan – Community Dialogue Mini-grant was successful. Menasha will receive \$6,500 from the WI Department of Health Services, Division of Public Health (DHS DPH) to engage adults over 55 in conversations about their most pressing health issues. This information from the community dialogues will be used to prepare a report for DHS DPH as they consider State Health Plan focus areas and priorities. McKenney gave an update on 2017-2018 Fund Balance Reserves. The municipal budget kickoff meeting was held with the Menasha Common Council. It was noted that the Menasha Health Department is cost effective (\$1/\$100,000 home).

**Correspondence/Communication:** Nancy McKenney gave an update on Appanasha Pet Clinic request for Menasha Health Department to administer Rabies vaccine. The Board of Health reviewed and discussed the Menasha Health Department Mission, Vision, Values, and Goals 2018. Candyce Rusin noticed that challenges included time and heavy workloads which increases stress. It was recommended that periodically group activities be scheduled.

**Academic Affiliation Update:** UW Oshkosh BSN students are scheduled for their public health department rotations from 9/6/18-12/4/2018. Jodi Koplitz, MSN, RN, is their instructor. Meghan Pauly will be mentor to RN to BSN student, Megan Davis, RN from 9/14/18 – 11/30-18 84 hours. Terese Blakeslee, MSN, RN is her instructor. The goal of her project is to increase participation in the immunization clinics and Mass Influenza Vaccine Clinic. The UWO Doctorate and Nurse Practitioner Program will be working to place a student. Kristine Jacobsen will be the mentor. The DNP student **project goal will be** to reduce the number of lead-poisoned children under age six years by reducing or eliminating sources of lead in children's environments before they are exposed.

**Employee Safety:** – Nancy McKenney reviewed the following notes from Todd Drew as he was unable to attend the Board of Health meeting. He conducted regular safety meetings. CVMIC grant purchases. Fire Extinguisher Training was completed on September 13<sup>th</sup> for City staff.

**Sealer of Weights and Measures:** Nancy McKenney reviewed the following notes from Todd Drew. He noted he was conducting standard inspections. Kristine Jacobson has been trained to assist in scanning.

**Environmental Health Programs:** : Nancy McKenney reviewed the following notes from Todd Drew. Contractors are cleaning 629 Appleton Street. There were 5 housing complaints. Todd Drew is working with De Pere on multiple restaurant enforcement actions. He noted that the Brinn building will likely be torn down. The contents will be considered contaminated with asbestos and require disposal as regulated waste. There is one new establishment coming to Menasha, including TTz BBQ on 403 Racine Street. Nancy McKenney noted that Environmental Health fees had not increased since prior to 2014. Program expenses such as wage and benefits have increased. She requested the Board of Health consider raising the fees by 2% in 2019. The fee increase would include: Food Service and Restaurants; Retail Food Service; Lodging; Tattoo and Body Piercing; and Mobile Home Parks.

Kristene Stacker moved to increase Environmental Health fees by 2% in 2019. Lori Asmus seconded the motion. The motion passed.

**Communicable Disease Reports:** Kortney Dahm reviewed the September 2018 Communicable Disease reports.

**School Health:** School Absences remain low.

**Health Screening 60+ Program:** Meghan Pauly gave an update on Senior Center programs. Vascular Screening will be held on September 19<sup>th</sup>. Healthy Living with Diabetes will be held on Oct. 9 and skin cancer screening will be held on Oct. 19<sup>th</sup>. Public Health Nurse, Kortney Dahm is training as an Adaptive Tai Chi instructor.

**Dental Program:** No Report.

**Dental Sealant Program:** No Report

**Lead Prevention Program:** No Report

**Prevention:** Claire Opsteen and Kristine Jacobsen noted Corny Community Walk was a success. 250 residents attended 2018 Corny Community Walk, increased from 184 in 2017.

**Maternal and Child Health:** Kristine Jacobsen is working with City of Menasha Administration staff to discuss the process of becoming a Breastfeeding Friendly work place.

**Immunization:** Regular monthly immunization clinic are being offered.

**Emergency Preparedness:** Kristine Jacobsen gave an update on Mass Influenza Clinic that will be held on Oct. 11<sup>th</sup>.

**Twenty Four/Seven:** No Report

**Senior Center:** No Report

#### E. ACTION ITEMS

**Policy and Procedure Review:** Board of Health reviewed and approved Audiology Screen Procedure Policy/Procedure. Kristene Stacker motioned to approve, second by Theresa Rudolph

F. HELD OVER BUSINESS: None

G. ADJOURNMENT: Kristene Stacker moved to adjourn the meeting, seconded by Theresa Rudolph. Motion passed. The next meeting will be on Friday October 12<sup>th</sup>, 2018 at 8:00 a.m.

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