

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
100 Main Street, Menasha
February 16, 2018 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 November 10, 2017
 - 2. Notes available for January 12, 2018 (no quorum)
- D. REPORT OF DEPT HEADS/STAFF/CONSULTANTS
 - 1. Administrative
 - a. Health Department Budget and Contracts
 - i. Contract Updates
 - a. DHS DPH 2017-2018 Grants and Contracts
 - i. Intergovernmental Agreement - *Bridges of Fox River Consortium* Environmental Health Consortium between De Pere and Menasha
 - ii. O-1-18 An Ordinance Amending Title 7, Chapter 6 of the Code of Ordinances (Retail Food, Recreational Licensing and Registration)
 - b. United Way Dental Program Grant Application
 - i. Status Report
 - ii. Invitation to present to the United Way - Monday, March 26 at 8:30 am
 - c. Healthy Smiles for Mom and Baby Grant Application
 - d. Winnebago County Overdose Fatality Review
 - e. Fox Valley Healthy Restaurant Children's Meals project
 - b. Correspondence/Communications
 - i. Tri-County Local health Departments and Health Systems Partner to Conduct Community Health Survey
 - ii. Safe Kids
 - c. Personnel
 - i. Public Health Educator position
 - d. Academic Affiliation Update
 - i. University of Wisconsin Green Bay
 - a. RN to BSN
 - b. MS in Nursing Leadership
 - ii. University of Wisconsin Oshkosh
 - iii. Fox Valley Technical College
 - iv. Rasmussen College
 - 2. Employee Safety
 - 3. Sealer of Weights and Measures
 - 4. Environmental Health

"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, Kristene Stacker, Nancy McKenney, Dr. Theresa Rudolf, Candyce Rusin,

5. Public Health Department
 - a. Communicable Disease Report
 - i. November 2017 and January-November 2017
 - ii. January 2018
 - b. School Health
 - i. Absences
6. Health Screening 60+
7. Prevention
8. School Health Aides (See Administrative – *Personnel*)
9. Dental Program (screening, fluoride varnish, Children and Youth with Special Healthcare Needs)
10. Lead Prevention
11. Immunization
12. Maternal and Child Health
13. Dental Sealants
14. Emergency Preparedness
15. Twenty Four/Seven
16. Senior Center

E. ACTION ITEMS

1. Policy Review, Discussion, Approval
 - a. Procedure Updates
 - i. Personal Protective Equipment
 - ii. Birth Records Utilization
 - iii. Correction of Errors in Client Records
 - iv. Emergency Administration of Epinephrine During Immunizations
 - v. Immunization Clinic – Missed Appointments and Walk-Ins
 - vi. Immunization Clinic – Uncontrollable Behavior

F. HELD OVER BUSINESS

- G. ADJOURNMENT - Next Meeting: Friday, March 9 , 2018 at 8:00 am
Menasha Health Department 100 Main Street, Suite 100 Menasha, WI

CITY OF MENASHA BOARD OF HEALTH

Minutes

November 10, 2017

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

B. Roll Call: Present: Nancy McKenney, Dr. Teresa Rudolph, Candyce Rusin, Kristene Stacker

Excused: Lori Asmus

Staff: Todd Drew, Kortney Dahm, Linda Palmbach, Claire Opsteen

C. MINUTES TO APPROVE

Dr. Teresa Rudolf moved to approve the October 13, 2017 minutes, seconded by Kristene Stacker, motion passed.

D. REPORT OF DEPT HEADS/STAFF/CONSULTANTS

Administrative: Budgets and Contracts: Nancy McKenney reviewed the 2018 proposed expenditure and revenue budgets. She noted DHS DPH Contracts are being negotiated and funding amounts remain similar to 2017. Revenue in the amount of \$8,350 for Environmental Health was included for the anticipated intergovernmental agreement with De Pere. Revenue will fund staffing expenses to assist the Sanitarian. CPR First cards rose from \$4 to \$20 (includes materials for the course). The Health Department purchases the cards for MJSD and City employees who are trained in CPR/First Aid. The expenditure budget includes a pharmacy grade refrigerator for vaccines (as the current refrigerator is nearing the end of its warranty and has been repaired).

Correspondence/Communications: Kathleen Sheridan, RN, UWO DNP candidate will present at a later Board of Health meeting.

Personnel: Nancy McKenney announced that Angela Rusch has accepted the position as Gegan Elementary School Health Aide, and Ann Weyers de Ibarra has accepted the position as Health Screener and Translator/Interpreter.

Academic Affiliation Update: University of Wisconsin Oshkosh students are completing their projects in December. They are working with schools to initiate Heart Smart drills, growth and development educational sessions, and are participating in the fluoride varnish application program.

Employee Safety: Todd Drew reported he had facilitated City Safety Committee meetings; worked with the Police Department and Health Department to develop procedures, offer training, purchased personal protective equipment and Narcan. He noted that Respiratory Fit Testing will take place in December.

A Silica Respirable Crystalline Silica Exposure Control Plan is being drafted to add to the City Safety Manual.

Sealer of Weights and Measures: There was a gas pump s skimmer complaint and pumps were tested.

Environmental Health Programs: Todd Drew noted homes were placarded /vacated on 629 Appleton and 229 Lake Street and he is coordinating with Menasha Police Department and Winnebago County Health and Human Services. The City of De Pere has requested Environmental Health Services to assist in De Pere maintaining Wisconsin Department of Agriculture, Trade and Consumer Protection Agent status (standardization). He facilitated a table top exercise with an FDA Investigator on October 19, 2017 at the Wisconsin Environmental Health Association meeting in Sheboygan. It was well received and may be offered in 2018. Todd Drew also presented to local physicians on environmental health issues that affect systemic health.

Communicable Disease Reports: Linda Palmbach reviewed October Communicable Disease reports with the Board of Health.

School Health: Absences remain low.

Health Screening 60+ Program: Meghan Pauly noted the vascular screening was well attended and the providers were pleased with the efficiency and the Health Department clinic/consult rooms where the screenings were held. Plans are to hold another vascular screening in the spring. A Stepping On class has been organized for this fall. Meghan has scheduled oral health screenings, lunch and learns, wellness labs and is seeking an audiologist to conduct hearing screenings.

Prevention: No report

Dental Program: Claire Opsteen reported that she had is in the process of completing fluoride varnish applications. She and Nancy McKenney are working with John Jacob, City Administrator on a United Way grant application.

Dental Sealant Program: No report

Lead Prevention Program: No report

Maternal and Child Health: Jamie Finke, Public Health Educator is scheduling training for Breast feeding Friendly Workplace Training.

Immunization: No report

Emergency Preparedness: No report

Twenty Four/Seven: No Report

Senior Center: The YMCA budget was incorporated into the Senior Center budget (0920) and revenue in the amount of a \$25,741 Winnebago County grant will support the Senior Center budget.

E. ACTION ITEMS

Policy and Procedure Review: The Board of Health reviewed the amended *Narcan Procedure*. Procedures are now specific to the product in use.

The Board reviewed the *No Active Live Lice Procedure* and *No Active Live Lice Algorithm*. Procedures will be amended as suggested.

F. HELD OVER BUSINESS: None

G. ADJOURNMENT:

Nancy McKenney moved to adjourn the meeting, seconded by Dr. Teresa Rudolf.

Motion passed.

The next meeting will be on December 15, 2017 at 8:00 a.m. Board of Health meetings will now be held every second Friday of the month at 8:00 AM. Dr. Teresa Rudolf noted she will be in Ireland and cannot attend the next meeting.

CITY OF MENASHA BOARD OF HEALTH

Notes

January 12, 2018

A. Meeting called to order at 8:09 AM by Nancy McKenney.

B. Roll Call: Present: Nancy McKenney, Lori Asmus

Excused: Candi Rusin, Theresa Rudolph, Kristene Stacker

Staff: Todd Drew, Kortney Dahm, Linda Palmbach, Claire Opsteen, Jamie Finke, Mary Fritz

Guest: Kathleen Sheridan

C. MINUTES TO APPROVE – No quorum to approve 11-10-2017 minutes.

D. REPORT OF DEPT HEADS/STAFF/CONSULTANTS

Administrative: Budgets and Contracts: Nancy McKenney noted DHS DPH Contracts are being negotiated and funding amounts remain similar to 2017. Revenue in the amount of \$8,350 for Environmental Health was included for the anticipated intergovernmental agreement with De Pere. Revenue will fund staffing expenses to assist the Sanitarian.

Correspondence/Communications: Kathleen Sheridan, RN, UWO DNP candidate presented Menasha Lead Outreach, an early intervention to prevent and mitigate lead hazards and promote early blood lead level testing to prevent children's lead poisoning.

Employee Safety: Todd Drew noted Respiratory Fit Testing has been done in December & January. Forty three employees received respiratory fit testing using the quantitative fit testing unit. This included Public Works, Parks, Health and MPD. Regular Safety Meetings were conducted. City Hall Safety Committee discussed a City Center Security and Emergency Plan. Currently there is no formal plan.

Sealer of Weights and Measures: Scale tests currently being conducted.

Environmental Health Programs: 409 Second Street was placarded and lock secured due to multiple building code, safety and human health hazards. Building was secured due to unauthorized individuals accessing the building.

A raze order was issued for 739 Tayco Street and demolition of the property was completed. Drew inspected the building for the presence of asbestos and coordinated asbestos abatement and demolition per City raze order issued on the property. 229 Lake Street was previously placarded due to cut off utilities and suspected human health hazards (drugs and paraphernalia) including issuance of 2 citations for non-compliance. Menasha Utilities forgave the past due utilities bills and placed the balance of \$2000 on the taxes for the property. Re-connecting utilities satisfied the only solid orders on the property which allowed the occupant to return to the home. Five additional housing complaints were received which included issues of conditions, mold and sewage back-up into basement.

Restaurant Inspections including two new licensed restaurants (Bao's Noodles and Tayco St. Tap). Todd Drew completed Menasha School District food service inspections. The Consortium contract is in process with De Pere to oversee environmental health program as Agent of the State.

The fall 2018 WEHA Meeting will be coordinated with KWIK Trip employee annual meeting. Todd Drew will conduct another emergency preparedness exercise related to food defense/security. It is estimated 200 people will be in attendance.

Communicable Disease Reports: Nancy McKenney reviewed November and December Communicable Disease reports.

School Health: Absences remain low.

Health Screening 60+ Program: No Report

Prevention: Jamie Finke reported the annual Corny Walk date has been set for August 9 2018.

Dental Program: Claire Opsteen reported United Way Grant Application is in process. Four hundred forty one (441) first fluorides were completed. A second fluoride vanish applications begins on Monday Jan. 15 2018. Give Kids a Smile Day is February 9, 2018 at Mid Valley Dental. Claire is in process of referring students. Children and Youth with Special Health Care needs: oral health presentations completed in November 2017.

Dental Sealant Program: Claire Opsteen reported her sealant program begins Monday January 22, 2018.

Lead Prevention Program: Todd Drew & Kathleen Sheridan presented Menasha Lead Outreach, an early intervention to parents of newborns to promote lead risk mitigation and early blood lead level testing for the Board of Health members present and Health Department staff.

Maternal and Child Health: Jamie Finke, Public Health Educator is scheduling training for Breast feeding Friendly Workplace Training.

Immunization: No report

Emergency Preparedness: No report

Twenty Four/Seven: Phones are being order for two Menasha Health Department staff.

Senior Center: Nancy McKenney reported the Senior Center moved the smoking area further away from the mail doors of the Senior Center.

E. ACTION ITEMS

Policy and Procedure Review: The Board members present reviewed the *No Active Live Lice Procedure* and *No Active Live Lice Algorithm*.

F. HELD OVER BUSINESS: None

G. ADJOURNMENT:

Meeting adjourned at 9:07

The next meeting will be on February 9th, 2018 at 8:00 a.m. Board of Health meetings will now be held every second Friday of the month at 8:00 AM.

Cumulative Report

Date Type: Create

Date Range: 01/01/2017 to 12/31/2017

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>
ARBOVIRAL ILLNESS, ZIKA VIRUS	1
BLASTOMYCOSIS	1
CAMPYLOBACTERIOSIS	3
CHLAMYDIA TRACHOMATIS INFECTION	90
E-COLI, ENTEROPATHOGENIC (EPEC)	5
E-COLI, SHIGA TOXIN-PRODUCING (STEC)	1
EHRlichiosis, E. chaffeensis	1
EHRlichiosis/ANAPLASMOSIS, A. phagocytophilum	1
EHRlichiosis/ANAPLASMOSIS, undetermined	3
GIARDIASIS	1
GONORRHEA	19
HEPATITIS B, CHRONIC	1
HEPATITIS B, PERINATAL	1
HEPATITIS B, Unspecified	1
HEPATITIS C, CHRONIC	11
INFLUENZA-ASSOCIATED HOSPITALIZATION	14
LYME DISEASE (B.BURGDORFERI)	10
METHICILLIN- or OXICILLIN RESISTANT S. AUREUS (MRSA/ORSA)	1
PERTUSSIS (WHOOPING COUGH)	4
SALMONELLOSIS	2
STREPTOCOCCAL DISEASE, INVASIVE, GROUP A	2
STREPTOCOCCAL DISEASE, INVASIVE, GROUP B	1
SYPHILIS REACTOR	2
SYPHILIS, PRIMARY	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).

Date Type: Create

Date Range: 01/01/2017 to 12/31/2017

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

Disease Name

Number of Incidents

TRANSMISSIBLE SPONGIFORM

1

ENCEPHALOPATHY (TSE)

TUBERCULOSIS, LATENT INFECTION

1

(LTBI)

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).

Cumulative Report

Date Type: Create

Date Range: 01/01/2018 to 01/31/2018

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	13
E-COLI, ENTEROPATHOGENIC (EPEC)	1
EHRlichiosis/ANAPLASMOSIS, A. phagocytophilum	1
GONORRHEA	4
HEPATITIS C	1
HEPATITIS C, CHRONIC	1
INFLUENZA-ASSOCIATED HOSPITALIZATION	5
PERTUSSIS (WHOOPING COUGH)	1
SALMONELLOSIS	1
TUBERCULOSIS, LATENT INFECTION (LTBI)	1

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Cumulative Report

Date Type: Create

Date Range: 01/01/2018 to 01/31/2018

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	13
E-COLI, ENTEROPATHOGENIC (EPEC)	1
EHRlichiosis/ANAPLASMOSIS, A. phagocytophilum	1
GONORRHEA	4
HEPATITIS C	1
INFLUENZA-ASSOCIATED HOSPITALIZATION	5
PERTUSSIS (WHOOPING COUGH)	1
SALMONELLOSIS	1
TUBERCULOSIS, LATENT INFECTION (LTBI)	1

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