

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
May 14, 2021 8:00 AM
Board of Health Meeting
AGENDA**

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Board of Health

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CALL TO ORDER

- A. ROLL CALL/EXCUSED ABSENCES
- B. MINUTES TO APPROVE
 - 1. BOH Meeting Minutes April 9, 2021
- C. REPORT OF DEPT HEADS/STAFF/CONSULTANTS
 - 1. Administrative
 - a. Health Department
 - i. COVID-19 Presentation
 - ii. Budget and Contracts Updates
 - a. Contract updates
 - b. Personnel
 - c. Community Health Assessment
 - d. Academic Affiliation Updates
 - i. University of Wisconsin Green Bay
 - a. Summer Placement RN to BSN
 - ii. University of Wisconsin Oshkosh
 - iii. Fox Valley Technical College
 - iv. Rasmussen College
 - v. Western Global University
 - 2. Employee Safety
 - 3. Sealer of Weights and Measures
 - 4. Environmental Health
 - 5. Public Health Department
 - a. Communicable Disease Report: April 2021

"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: Kristene Stacker, Nancy McKenney, Dr. Teresa Rudolph, Candyce Rusin,

6. Health Screening 60+
7. Prevention
8. Contact Tracing
 - a. Student Antigen Testing
9. School Health Aides
10. Dental Program (screening, fluoride varnish, Children and Youth with Special Healthcare Needs)
11. Communicable Disease
12. Lead Safe Menasha
13. Lead Prevention
14. Immunization
 - a. COVID-19 Vaccination
 - b. Vaccination Planning
 - i. Children 12-15
 - ii. Pop up clinic May 22nd – Maplewood Middle School (Hispanic)
15. Maternal and Child Health
16. Dental Sealants
17. Response to Opioid Crisis
18. Bioterrorism/Emergency Preparedness
19. Twenty Four/Seven
20. Senior Center
21. COVID-19 Testing Coordinator
22. Vaccinators

D. ACTION ITEMS

Policies and Procedures

- Petty Cash procedure
- Credit Card Purchases procedure
- Amazon procedure

- E. ADJOURNMENT - Next Meeting: June 11, 2021 8:00 AM – Virtual Option
Menasha Health Department 100 Main Street, Suite 100 Menasha, WI

CITY OF MENASHA BOARD OF HEALTH

Minutes

April 9, 2021

CALL TO ORDER

Meeting called to order at 8:05 AM

A. ROLL CALL

Present: Nancy McKenney, Candyce Rusin, Kristene Stacker, Teresa Rudolph

Staff Present: Kortney Dahm, Todd Drew, Claire Holzschuh, Kristine Jacobsen, Larissa Keller, Claire Opsteen, Linda Palmbach, Meghan Pauly

B. MINUTES TO APPROVE

None to approve at this time

C. REPORT OF DEPT HEADS/STAFF/CONSULTANTS

1. Administrative

a. Health Department

- i. COVID-19 Presentation – Claire Holzschuh presented the attached weekly COVID-19 Status Summary. The status summary now includes the number for vaccines administered in the tri-county area. Governor Evers' mask order was overturned by the Supreme Court of Wisconsin on March 31st. An alert has been posted to the website that the use of masks will continue to be required in all city buildings. A public health advisory reaffirming the use of facial coverings has been released as well. Weekly vaccination clinics are continuing to take place. Registration for clinics is going live on Monday mornings and appointments are filling up quickly. A discussion regarding how to get vaccination information to 16+ students and parents took place. A letter has been developed to go to students/parents in this group surveying interest in dedicated clinics at the Health Department.
- ii. Budget and Contracts Updates – We are currently in the process of preparing a 2020 DHS Cost Reimbursement Schedule for auditors.
 - a. Contract Updates – Currently awaiting a contract from the state to pay for vaccinators.

b. Personnel

- i. Introduction of Larissa Keller, Office Coordinator – full time position taking over duties vacated by Mary Fritz as well as additional office coordination tasks.
- ii. Introduction of Susan Penniston, RN, BSN Vaccinator – part time vaccinator. Susan joins Gina Phillips as a part time vaccinator. We are also using Wisconsin National Guard to supplement with volunteer vaccinators.

c. Community Health Assessment – nothing to report.

d. Academic Affiliation Updates

- i. University of Wisconsin Green Bay
 - a. Spring Placement RN to BSN – Hannah has now completed her placement with us.

- b. Summer Placement RN to BSN – A request has been made for a summer placement student.
 - ii. University of Wisconsin Oshkosh
 - a. BSN students – Jodi Koplitz, MSN, RN, Instructor. Students assisted with Growth & Development schedules and presentations in schools.
 - iii. Fox Valley Technical College – nothing to report.
 - iv. Rasmussen College – nothing to report.
 - v. Western Global University – nothing to report.
- 2. Employee Safety:** Todd Drew reported that he is continuing to keep track of employees with COVID or COVID exposure. He is not seeing occupational transmission. PPE supplies for all city staff continue to be ordered and distributed. Hearing screening is scheduled for April 20, 2021. Other employee training completed and upcoming includes; confined space training, respirator fit testing, Narcan training, playground equipment safety inspection training, and a Public Works Facility safety audit.
- 3. Sealer of Weights and Measures:** Public Works and Marina gap pumps installed.
- 4. Environmental Health:** Todd Drew reported that a small house on 8th Street will need to be demolished for fuel oil contamination. A code compliance audit was done on an auto service shop. The development site found to be contaminated with heavy metals, benzene, and PERC which is a product used in dry cleaning. Fire Department and DNR are assisting with this audit. An investigation was done on an unlicensed dog breeder. Multiple reports of animal cruelty have been received. The DNR contract will receive an addendum to increase 2020-21 for 10 additional inspections. A rabies test came back negative from a report of animal exposure/raccoon bite.
- 5. Public Health Department**
 - a. Communicable Disease Report: February, March 2021 – Nancy McKenney shared the February and March reports.
- 6. Health Screening 60+:** Meghan Pauly reported that she is getting calls from seniors about health screenings and blood pressure readings. There has been recent discussion of the Senior Center reopening to the public. Chloe Hansen-Dunn has recently assumed the position of Senior Center Manager. Chloe will be doing a walk-through with Todd to address overarching safety concerns with possible center reopening.
- 7. Prevention** – nothing to report. All grants have been reallocated for COVID response.
- 8. Contact Tracing**
 - a. Student Antigen Testing – Antigen tests can be used at schools. Linda Palmbach and Claire Holzschuh are working on a plan to get students in for antigen tests.
- 9. School Health Aides** - Health Aides have lengthened hours to assist in schools and with contact tracing. PH nurses and Health Aides will be receiving rewards for service and special recognition at the school board meeting on Monday, April 12.
- 10. Dental Program** (screening, fluoride varnish, Children and Youth with Special Healthcare Needs) – Claire Opsteen reported that she has been doing some screening and varnishes in schools and with the Headstart Tiny Tots program. Enrollment in these programs is down due to many students opting for virtual schooling. Sealants are not allowed to be done in the schools yet. Nancy reported that an application was made to the United Way for a grant for 2022-23.
- 11. Communicable Disease** – See agenda item #5.

12. Lead Safe Menasha – nothing to report.

13. Lead Prevention – nothing to report.

14. Immunization

a. COVID-19 Vaccination – See agenda item #1, a, i.

b. Vaccination Planning

i. Business requests – Kristine Jacobsen reported that the department has been approached by a couple of local businesses looking to conduct onsite vaccination clinics for their employees. We do not currently have capacity to fulfill these requests, but will reserve appointments during our clinics for their employees.

ii. High School Students 16+ - A survey of interest has been sent to parents of students that fall into this age group.

iii. Underserved residents – Getting the vaccine to underserved populations in the community presents some challenges. There has been discussion of a possible offsite clinic at a local church that serves the Hispanic residents.

15. Maternal and Child Health – program is currently suspended.

16. Dental Sealants – See agenda item #10.

17. Response to Opioid Crisis – Nancy McKenney reported that this is a successful program in the city and currently has a dedicated PD officer assigned. The culture is one of recovery versus punitive, one that Winnebago County has expressed that they would like to see carried into their jurisdiction. PD meets on a bi-weekly basis to review cases in Menasha. Linda Palmbach reported that she is attending these meetings as well as the overdose fatality meetings as her schedule allows.

18. Bioterrorism/Emergency Preparedness – Claire Holzschuh reported that testing numbers are currently low. We need to have 28 tests done daily to verify the accuracy of our data. Teresa Rudolph reported that she is also seeing a decrease in testing as well.

19. Twenty Four/Seven – no report

20. Senior Center – no report. See agenda item #6.

21. COVID-19 Testing Coordinator – no report

22. Vaccinators – no report

D. ACTION ITEMS

1. Policy and Procedure reviewed by Board of Health – Vaccination Consent for Immunization of Minors was reviewed. Nancy McKenney will make a recommendation to the Department of Health Services to allow for minors to receive the vaccine “with parental consent and a responsible adult present as appointed by the parent/guardian/legal custodian.”

E. ADJOURNMENT

Candyce Rusin moved to adjourn the meeting at 9:28, seconded by Teresa Rudolph. The motion passed.

Next Meeting: May 14, 2021 8:00 AM – Virtual Option

Menasha Health Department 100 Main Street, Suite 100 Menasha, WI

Cumulative Report

Date Type: Create

Date Range: 04/01/2021 to 04/30/2021

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	7
CORONAVIRUS, NOVEL 2019 (COVID-19)	96
GONORRHEA	6
HEPATITIS B, CHRONIC	1
LYME LABORATORY REPORT	1
MYCOBACTERIAL DISEASE (NON-TUBERCULOUS)	1
STREPTOCOCCAL DISEASE, INVASIVE, GROUP B	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).

 	TITLE: PETTY CASH FOR STAFF PURCHASES	
	TYPE: <input type="checkbox"/> POLICY (A) <input checked="" type="checkbox"/> PROCEDURE /PROTOCOL (B) <input type="checkbox"/> OTHER (Z)	
REVISION #:00	SUPERSEDES: None (New)	
DATE ISSUED: 5 May 2015	DOC OWNER:	Allison Reitzner RN, BSN MSN Student Intern
DATE APPROVED: 13 Dec. 2017	REVIEWED BY:	Board of Health
EFFECTIVE DATE: 13 Dec. 2017	APPROVED BY:	Nancy McKenney RDH, MS Health Officer / Director
DATE REVIEWED: 13 Apr. 2021	NEXT REVIEW DATE:	April 2022

Objective:

To establish a procedure for staff member reimbursement of purchases made using personal funds for work related purposes.

Applies To

Public Health Personnel

Procedure


Purchases for \$50 and under are reimbursable with the exception of mileage. All petty cash requests must be accompanied by a purchase receipt.

Part A – Employee procedure:

1. Contact the Public Health Office Coordinator (PHOC) to assist with petty cash transactions. (Only the PHOC and Public Health Director has access to the keys for petty cash.)
2. Complete a petty cash slip, recording the purchase and account number and attach the purchase receipt.
3. Place the completed petty cash slip and purchase receipt in the petty cash folder.
4. Record the transaction on the petty cash purchase log.
5. The PHOC or Public Health Director distributes the petty cash funds to the employee.

Part B – Public Health Office Coordinator procedure:

1. Confirm that petty cash slip is complete with an account number and purchase amount and original purchase receipt is present.
2. Verify that the employee recorded the purchase on the Petty Cash Purchase Log.
3. Distribute the petty cash funds to the employee.
4. Submit the petty cash slip and receipt along with a check request to the finance department for replenishment of petty cash funds. *This step can be completed as needed. Multiple transactions can be submitted to finance on the same check request.
5. Attach the payment receipt to the corresponding check request after the petty cash replenishment payment is received from finance department.
6. Maintain all petty cash transaction documentation.
7. Records will be retained for seven years per the Records Retention Policy.

		TITLE: PETTY CASH FOR STAFF PURCHASES	
		TYPE: <input type="checkbox"/> POLICY (A) <input checked="" type="checkbox"/> PROCEDURE /PROTOCOL (B) <input type="checkbox"/> OTHER (Z)	
REVISION #: 00		SUPERSEDES: None (New)	
DATE ISSUED: 5 May 2015		DOC OWNER:	Allison Reitzner RN, BSN MSN Student Intern
DATE APPROVED: 13 Dec. 2017		REVIEWED BY:	Board of Health
EFFECTIVE DATE: 13 Dec. 2017		APPROVED BY:	Nancy McKenney RDH, MS Health Officer / Director
DATE REVIEWED: 13 Apr. 2021		NEXT REVIEW DATE:	April 2022

Effective Date

April 2021


Next Review Date

April 2022

Revision History

<u>Revision #</u>	<u>Date Approved</u>	<u>Reason / Brief Description</u>	<u>Author</u>
00	May 2015	New	Allison Reitzner RN, BSN
01	Dec. 2017	Update title to distinguish between petty cash for assisting clients with transactions and petty cash for staff purchases.	Nancy McKenney, MS, RDH, Public Health Director
02	Dec. 2019	Update includes: 1) increasing staff reimbursement up to \$50; 2) adding the option of the Deputy Health Officer to maintain records of transactions; and 3) adding records will be maintained for seven years (records retention).	Nancy McKenney, MS, RDH, Public Health Director
03	Apr. 2021	Update includes: 1) restructuring of procedure to divide employee duties and duties of the Public Health Office Coordinator; 2) reassignment of duties from the Public Health Director to the Public Health Office Coordinator.	Larissa Keller, Public Health Office Coordinator

Signature of Approval:  Date: 04/21/2021

	TITLE: CREDIT CARD TRANSACTIONS	
	TYPE: <input type="checkbox"/> POLICY (A) <input type="checkbox"/> PROCEDURE /PROTOCOL (B) <input type="checkbox"/> OTHER (Z)	
REVISION #:00	SUPERSEDES: None (New)	
DATE ISSUED: 5 May 2015	DOC OWNER: Allison Reitzner RN, BSN, MSN Student Intern	
DATE APPROVED: 12 Dec 2019	REVIEWED BY: Board of Health	
EFFECTIVE DATE: 12 Dec 2019	APPROVED BY: Nancy McKenney RDH, MS, Health Officer / Director	
DATE REVIEWED: 23 Apr 2021	NEXT REVIEW DATE: May 2021	

Objective:

To establish a procedure for appropriate utilization of the health department credit card.

Applies To

Public Health Personnel

Procedure

Part A – Employee procedure:

1. Credit card purchases must be planned and within budget allocation and grant allowable costs for program supplies. Confirm work-related licensure, certifications, conferences and training registrations with the Public Health Director,
2. Contact Public Health Office Coordinator (PHOC) to assist with credit card transactions. Only the PHOC and Public Health Director have access to the credit card.
3. Record credit card transactions on the [Credit Card Purchase Log](#). If you need assistance completing the purchase log, please contact the PHOC.
4. All credit card purchases must have a record of ordering and evidence the transaction was completed or the item was received. Provide the PHOC with the original receipt or transaction confirmation.
5. Initial and date the appropriate column on the Credit Card Purchase Log when item is received.


Part B – Public Health Office Coordinator procedure:

1. Distribute credit card to employee for planned purchase.
2. Verify that the employee recorded the purchase on the Credit Card Purchase Log.
3. Upon receiving the monthly invoice, compare all purchases on the Credit Card Purchase Log to purchases on the invoice, verifying that all purchased items have been received prior to approving the payment.
4. In conjunction with the Public Health Director, authorize payment for credit card purchases, providing the finance department with copies of the invoice or transaction confirmation and account numbers used to pay for purchases.

Effective Date

Next Review Date


May 2021

	TITLE: CREDIT CARD TRANSACTIONS	
	TYPE: <input type="checkbox"/> POLICY (A) <input type="checkbox"/> PROCEDURE /PROTOCOL (B) <input type="checkbox"/> OTHER (Z)	
REVISION #:00	SUPERSEDES: None (New)	
DATE ISSUED: 5 May 2015	DOC OWNER: Allison Reitzner RN, BSN, MSN Student Intern	
DATE APPROVED: 12 Dec 2019	REVIEWED BY: Board of Health	
EFFECTIVE DATE: 12 Dec 2019	APPROVED BY: Nancy McKenney RDH, MS, Health Officer / Director	
DATE REVIEWED: 23 Apr 2021	NEXT REVIEW DATE: May 2021	

Revision History

<u>Revision #</u>	<u>Date Approved</u>	<u>Reason / Brief Description</u>	<u>Author</u>
00		New	Allison Reitzner RN, BSN
01	Dec. 12, 2018	Review and add Amazon Business	Nancy McKenney, MS, RDH, Public Health Director
02		Update includes: 1) restructuring of procedure to divide employee duties and duties of the Public Health Office Coordinator; 2) reassignment of duties from the Public Health Director to the Public Health Office Coordinator; 3) removal of Amazon Business ordering information.	Larissa Keller, Public Health Office Coordinator

Signature of Approval:  Date: 04/23/2021

	TITLE: AMAZON PURCHASES TYPE: <input type="checkbox"/> POLICY (A) <input type="checkbox"/> PROCEDURE /PROTOCOL (B) <input type="checkbox"/> OTHER (Z)
REVISION #:00	SUPERSEDES: None (New)
DATE ISSUED: 22 APR 2021	DOC OWNER: LARISSA KELLER, PUBLIC HEALTH OFFICE COORDINATOR
DATE APPROVED: 22 APR 2021	REVIEWED BY: NANCY MCKENNEY, PUBLIC HEALTH DIRECTOR
EFFECTIVE DATE: 22 APR 2021	APPROVED BY: NANCY MCKENNEY, PUBLIC HEALTH DIRECTOR
DATE REVIEWED: 22 APR 2021	NEXT REVIEW DATE: APR 2022

Objective

To establish a procedure for staff members to order work related products and supplies from Amazon using the city's business account.

Applies To

Public Health Personnel

Procedure

Part A – Employee procedure:

1. Amazon purchases must be completed with the Public Health Office Coordinator. (PHOC)
2. Provide the PHOC with a document or email showing the product to purchase.
3. Complete the Amazon Purchase Log. The Amazon Purchase Log can be found on the Q: drive in the Amazon Purchases folder.
4. PHOC makes the purchase and provides a copy of the order summary to the requestor.

Part B – Public Health Office Coordinator procedure:


1. Receive a purchase request from Health Department personnel.
2. Verify that the Amazon purchase log was completed by the employee.
3. Make the purchase.
4. Give requestor a copy of the order summary. (This can be printed off or forwarded via email)
5. Process the invoice summary for payment by finance. Public Health Director will sign off on all invoices prior to submission to finance.
6. Make a copy of the invoice and file in the appropriate year folder.
7. Distribute the order to the requestor upon delivery.

Effective Date

April 22, 2021

Next Review Date

April 2022

		TITLE: AMAZON PURCHASES	
		TYPE: <input type="checkbox"/> POLICY (A) <input checked="" type="checkbox"/> PROCEDURE /PROTOCOL (B) <input type="checkbox"/> OTHER (Z)	
REVISION #:00		SUPERSEDES: None (New)	
DATE ISSUED: 22 APR 2021		DOC OWNER: LARISSA KELLER, PUBLIC HEALTH OFFICE COORDINATOR	
DATE APPROVED: 22 APR 2021		REVIEWED BY: NANCY MCKENNEY, PUBLIC HEALTH DIRECTOR	
EFFECTIVE DATE: 22 APR 2021		APPROVED BY: NANCY MCKENNEY, PUBLIC HEALTH DIRECTOR	
DATE REVIEWED: 22 APR 2021		NEXT REVIEW DATE: APR 2022	

Revision History

<u>Revision #</u>	<u>Date Approved</u>	<u>Reason / Brief Description</u>	<u>Author</u>
00		New	Larissa Keller, Public Health Office Coordinator

Signature of Approval: _____  _____ Date: 04/22/2021