

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
June 25, 2021
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 May 14, 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. University of Wisconsin Madison
 - iv. Fox Valley Technical College
 - 2. Employee Safety
 - 3. Sealer of Weights and Measures
 - 4. Environmental Health
 - 5. Public Health Department
 - a. Communicable Disease Report: May 2021
 - b. Public health nursing updates

"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: Kristine Jacobsen, Kristene Stacker, Teresa Rudolph, Candyce Rusin

- c. School nursing updates
 - d. CPR/First Aid Training update
 - 6. Health Screening 60+
 - 7. Prevention
 - 8. Contact Tracing
 - 9. School Health Aides
 - a. Health Aides in-service
 - 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
 - i. Maplewood Middle School pop up clinic update
 - ii. Pop up clinic – Appleton Pentecostal Assembly in Menasha
 - iii. Health Department COVID-19 vaccine clinic update
 - b. Vaccines For Children
 - i. June 23rd clinic update
 - ii. August 18th clinic scheduled
 - 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
 - Receipting, Voiding Receipts, Revenue Deposit Procedure
- E. ADJOURNMENT - Next Meeting: August 13, 2021 8:00 AM – Virtual Option
Menasha Health Department 100 Main Street, Suite 100 Menasha, WI

CITY OF MENASHA BOARD OF HEALTH
Minutes
May 14, 2021

CALL TO ORDER

Meeting called to order by Nancy McKenney at 8:07 AM

A. ROLL CALL

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

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

B. MINUTES TO APPROVE

1. BOH Meeting Minutes April 9, 2021

Kristene Stacker moved to approve the April 9, 2021 minutes, seconded by Candyce Rusin. The motion passed.

C. REPORT OF DEPT HEADS/STAFF/CONSULTANTS

1. Administrative

a. Health Department

- i. COVID-19 Presentation – Nancy McKenney reported there have been many new cases this week in school aged children, with a documented outbreak in Maplewood MS. Proper contact tracing was completed on all cases in the Maplewood outbreak. The Pfizer vaccine is now available for ages 12+ and the first clinic held for this age group was successful with all 72 appointments filled. Although the CDC has eased mask requirements, WI DHS still recommends and supports schools maintaining a mask requirement. The Menasha Health Department recommends and supports this as well. Vaccine numbers were presented, which included the tri-county area. Additional COVID-19 numbers presented, including the percentage of positive tests, which is high at 18%. Our testing goal continues to be 28 tests/day, we are currently doing about 20 tests per day in Menasha. The Health Department is partnering with other local organizations to put on a vaccine clinic at Maplewood MS on May 22, 2021. Marketing will be focused on the Hispanic/Latino population.

ii. Budget and Contracts Updates

- a. Contract Updates – A large contract with the state has been signed which will fund contact tracing and additional COVID response. These funds have not yet been updated in the state contract system.

b. Personnel

- i. Nancy McKenney announced her upcoming retirement. Her last day is June 4, 2021.

c. Community Health Assessment – nothing to report.

- d. Academic Affiliation Updates – Kristine Jacobsen will be hosting a UW Madison undergrad starting May 24, 2021.

- i. University of Wisconsin Green Bay
 - a. Summer Placement RN to BSN. Meghan Pauly will be mentoring this student starting on May 26, 2021.
 - ii. University of Wisconsin Oshkosh
 - a. Rotations are complete and these students are done for the semester.
 - 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 completed training on use of the ERT Manual and hazmat response training for law enforcement. A representative from Cities and Villages Mutual Insurance Company completed a confined space training. Safety meetings have resumed on a quarterly schedule until they are able to occur monthly.
- 3. Sealer of Weights and Measures:** Todd Drew reported that gas pump inspections will begin week of May 17, 2021.
- 4. Environmental Health:** Todd Drew reported that he has completed his standardization for the year. The DNR will be involved in site securement and asbestos abatement after a local fire at the old Whiting Paper Mill. A house on 8th Street will be purchased by the city due to fuel oil contamination. Todd is working in cooperation with the Menasha Police Department and the state Department of Agriculture, Trade and Consumer Protection Animal Welfare Section to investigate an illegal dog breeder at a house in the City. Animal cruelty and criminal neglect charges may be filed. The former Code Enforcement Officer has retired. Todd, the city building inspector, and Menasha PD Community Service Officer will be assuming his duties for the time being. Todd has investigated approximately 12 animal bite reports this month.
- 5. Public Health Department**
 - a. Communicable Disease Report: April 2021 – Nancy McKenney shared the April report.
- 6. Health Screening 60+:** Meghan Pauly reported that the Senior Center is set for a soft re-opening with a limited amount of programs available. Blood pressure and wellness screenings will begin the week of May 17, 2021.
- 7. Prevention** – nothing to report. All grants have been reallocated for COVID response.
- 8. Contact Tracing**
 - a. Student Antigen Testing – BinaxNOW antigen tests can now be given to symptomatic students (public and parochial) and positive cases can be isolated immediately. A PCR follow up test will be required for students who have an antigen test with a negative result. Claire Holzschuh reported that she is working with ThedaCare to provide PCR follow ups to uninsured or underinsured students who have a negative antigen test. All Health Department staff have been trained on conducting the antigen test.
- 9. School Health Aides** – nothing to report.
- 10. Dental Program** (screening, fluoride varnish, Children and Youth with Special Healthcare Needs) – Claire Opsteen reported that she has completed screenings and fluoride on 311 students in the past month. She is not able to do sealants yet and will wait for a recommendation from Seal a Smile as to when she can resume this program.

- 11. Communicable Disease** – nothing to report. All grants have been reallocated for COVID response.
- 12. Lead Safe Menasha** – nothing to report.
- 13. Lead Prevention** – nothing to report. All grants have been reallocated for COVID response.
- 14. Immunization**
 - a. COVID-19 Vaccination – See agenda item #1, a, i.
 - i. Underserved residents – A pop up clinic will take place on May 22nd at Maplewood MS for Hispanic/Latino population.
 - ii. COVID-19 vaccine clinics will continue 1-2 days weekly.
 - b. Vaccination Planning
 - i. Children’s immunization clinic will begin in June. Another immunization clinic will take place in August to get kids up to date on vaccinations prior to the start of the 2021-2022 school year.
- 15. Maternal and Child Health** – nothing to report. All grants have been reallocated for COVID response.
- 16. Dental Sealants** – see agenda item #10.
- 17. Response to Opioid Crisis** – Linda Palmbach is the Menasha Health Department representative. The response team meets every other week with the core team meeting on a monthly basis. Nancy McKenney reported that Unity Recovery will be working with metrics and data to determine the success of this program.
- 18. Bioterrorism/Emergency Preparedness** – Kristine Jacobsen reported that the end-of-year reports is being put together for PHEP. This will be ending June 30, 2021.
- 19. Twenty Four/Seven** – no report.
- 20. Senior Center** – see agenda item #6.
- 21. COVID-19 Testing Coordinator** – no report.
- 22. Vaccinators** – no report.

D. ACTION ITEMS

- 1. Policies and Procedures reviewed by Board of Health – Petty Cash procedure, Credit Card Purchases procedure, Amazon Purchases procedure. Larissa Keller presented the new and updated Health Department procedures for petty cash, credit card purchases, and Amazon purchases.

Kristene Stacker motioned to accept, seconded by Candyce Rusin. The motion passed.

E. ADJOURNMENT

Teresa moved to adjourn the meeting at 9:14, seconded by Candyce Rusin. The motion passed.

Next Meeting: June 11, 2021 8:00 AM – Virtual Option

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

Cumulative Report

Date Type: Create

Date Range: 05/01/2021 to 05/31/2021

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>
CARBON MONOXIDE POISONING	1
CHLAMYDIA TRACHOMATIS INFECTION	6
CORONAVIRUS, NOVEL 2019 (COVID-19)	73
CORONAVIRUS, NOVEL 2019 (COVID-19) REINFECTION INVESTIGATION	1
GONORRHEA	1
HEPATITIS C, CHRONIC	2
MYCOBACTERIAL DISEASE (NON-TUBERCULOUS)	1
SALMONELLOSIS	1
SYPHILIS, PRIMARY	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).

Cumulative Report

Date Type: Create

Date Range: 01/01/2021 to 05/31/2021

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
CARBON MONOXIDE POISONING	2
CHLAMYDIA TRACHOMATIS INFECTION	37
CORONAVIRUS, NOVEL 2019 (COVID-19)	628
CORONAVIRUS, NOVEL 2019 (COVID-19) REINFECTION INVESTIGATION	7
GONORRHEA	14
HEPATITIS B, CHRONIC	1
HEPATITIS C, CHRONIC	2
KAWASAKI DISEASE	1
LYME DISEASE (B.BURGDORFERI)	1
LYME LABORATORY REPORT	6
MULTISYSTEM INFLAMMATORY SYNDROME IN CHILDREN (MIS-C)	2
MYCOBACTERIAL DISEASE (NON-TUBERCULOUS)	2
SALMONELLOSIS	1
STREPTOCOCCAL DISEASE, INVASIVE, GROUP B	2
SYPHILIS, PRIMARY	1
TUBERCULOSIS, CLASS A OR B	1
TUBERCULOSIS, LTBI - LABORATORY RESULTS ONLY	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).

	TITLE: RECEIPTING, VOIDING RECEIPTS. REVENUE DEPOSIT PROCEDURE	
	TYPE: <input type="checkbox"/> POLICY (A) <input type="checkbox"/> PROCEDURE /PROTOCOL (B) <input type="checkbox"/> OTHER (Z)	
REVISION #:00	SUPERSEDES: None (New)	
DATE ISSUED: 24 May 2021	DOC OWNER:	Larissa Keller, Public Health Office Coordinator
DATE APPROVED: 24 May 2021	REVIEWED BY:	Board of Health
EFFECTIVE DATE: 24 May 2021	APPROVED BY:	Nancy McKenney RDH, MS Health Officer / Director
DATE REVIEWED: New	NEXT REVIEW DATE:	May 2022

Objective:

To establish procedure for 1) receipting, 2) voiding a receipt, and 3) revenue deposits of cash or checks when products, health services, or licenses are purchased at Menasha Health Department.

Applies To

Public Health Personnel

Procedure

Products, health services, or licenses purchased at the Menasha Health Department require receipts.

Part A – Receipt Procedure:


1. All in-person cash and check transactions must be receipted by the Public Health Office Coordinator (PHOC) or, in the absence of the PHOC a designated staff member.
2. Record the transaction in the receipt book, which is pre-numbered.
3. The date; name of paying party; check number (if applicable); and amount paid is recorded in the receipt book.
4. A copy of the completed receipt is given to the client; and a copy is maintained in the receipt book.

Part B – Voiding a Receipt

1. In the event of an error in cash or check transactions, the PHOC or designee will void the transaction in the receipt book; and reissue a receipt with corrected information.
2. If the transaction has been deposited, the PHOC will notify the Finance Department of the transaction change; and issue a check request to reimburse an individual for their purchase.

Part C – Revenue Deposit

5. The PHOC or designee completes the Revenue Deposit Slip.
6. The PHOC or designee places the Revenue Deposit Slip and cash or check in a deposit bag and places the deposit bag it in a locked drawer.
7. The PHOC or designee hand delivers the deposits to the Finance Department at the end of each day.
8. The Finance Department deposits and records the transactions, provides a record of the deposits to Menasha Health Department for revenue tracking.
9. Records will be retained for seven years per the Records Retention Policy.

	TITLE: RECEIPTING, VOIDING RECEIPTS. REVENUE DEPOSIT PROCEDURE
	TYPE: <input type="checkbox"/> POLICY (A) <input type="checkbox"/> PROCEDURE /PROTOCOL (B) <input type="checkbox"/> OTHER (Z)
REVISION #:00	SUPERSEDES: None (New)
DATE ISSUED: 24 May 2021	DOC OWNER: Larissa Keller, Public Health Office Coordinator
DATE APPROVED: 24 May 2021	REVIEWED BY: Board of Health
EFFECTIVE DATE: 24 May 2021	APPROVED BY: Nancy McKenney RDH, MS Health Officer / Director
DATE REVIEWED: New	NEXT REVIEW DATE: May 2022

Effective Date


May 24, 2021

Next Review Date

May 2022

Revision History

<u>Revision #</u>	<u>Date Approved</u>	<u>Reason / Brief Description</u>	<u>Author</u>
New	May 2021	This procedure documents the processes that are used for Receipting; Depositing; and Voiding Receipts.	Larissa Keller, Public Health Office Coordinator

Signature of Approval:  Date: 05/24/2021