

CITY OF MENASHA BOARD OF HEALTH
Minutes
August 13, 2021

CALL TO ORDER

Meeting called to order by Candyce Rusin at 8:02 AM

A. ROLL CALL

Present: Kristine Hutter, Candyce Rusin, Teresa Rudolph

Absent: Kristene Stacker

Staff Present: Kortney Dahm, Claire Holzschuh, Larissa Keller, Claire Opsteen, Linda Palmbach, Meghan Pauly

B. MINUTES TO APPROVE

1. BOH Meeting Minutes June 25, 2021

Candyce Rusin moved to approve the June 25, 2021 minutes, seconded by Teresa Rudolph. The motion passed.

C. REPORT OF DEPT HEADS/STAFF/CONSULTANTS

1. Administrative

- a. Health Department
 - i. COVID-19 Presentation – Kristine Hutter led a review of the City of Menasha COVID-19 Pandemic Resilient Plan. The CDC is recommending vaccines for women who are pregnant or breastfeeding. There is an increase in COVID-19 cases in Menasha. The Health Department LTEs are contacting cases with 24 hours for disease investigation and contact tracing. We are seeing an increase in vaccine interest, and Kristine is working on a press release addressing the new CDC recommendations and promoting vaccines.
 - ii. Budget and Contracts Updates
 - a. Contract Updates – Our Opioid Pathway Project grant is moving into the third year of the contract. There is a possible fourth year extension. Additional funding streams for COVID-19 work are expected to become available this fall.
- b. Personnel
 - i. Claire Holzschuh has accepted the position of Public Health Educator which was vacated by Kristine Hutter following her appointment to Public Health Director. Claire started at the Health Department in September of 2020 as the COVID-19 Testing Coordinator.
 - ii. The Health Department currently has an opening for a Spanish Interpreter. This position was vacated earlier this year. An interview was conducted and HR is currently checking references of the candidate.
- c. Community Health Assessment – Kristine Hutter and Claire Holzschuh have been in meetings with community partners and have started data collection efforts. Key informant interviews are being conducted for qualitative data.
- d. Academic Affiliation Updates

- i. University of Wisconsin Green Bay
 - a. Meghan Pauly reported that her summer student has finished his rotation and she will be hosting a new ADN to BSN student starting September 2, 2021.
 - ii. University of Wisconsin Oshkosh
 - a. Linda Palmbach reported that she will be meeting with the UWO nursing student instructor during the week of August 23rd to coordinate the scheduling of the students we are hosting in the fall.
 - iii. University of Wisconsin Madison
 - a. Kristine Hutter reported that the summer intern we have been hosting has been working with Claire Holzschuh on COVID-19 data summaries and social media posts. The internship will conclude the week of August 16th.
 - iv. Fox Valley Technical College – Claire Opsteen reported that she will have student dental assistants helping with her programs, but she does not have a set schedule thus far.
- 2. Employee Safety:** Todd Drew is currently on vacation. Kristine Hutter reported that he is conducting employee safety meetings and building walk-throughs.
- 3. Sealer of Weights and Measures:** No report.
- 4. Environmental Health:** Kristine Hutter reported that we have received a lot of animal bite cases over the summer. Larissa Keller reported that she and Todd are working on the reimbursement submission of state licensing fees.
- 5. Public Health Department**
 - a. Communicable Disease Report: June, July 2021 – Kristine Hutter shared the reports from June and July.
 - b. Public health nursing updates – No report.
 - c. School nursing updates – Kortney Dahm reported that school documents have been updated for the 21-22 school year. Nurses have been monitoring student vaccination records. Meetings with the teachers and health aides will occur near the end of August when they are back in school. School board has stated that masking will be required for Pre-K through 6th grade. At this time, masking will be encouraged in all other grades.
- 6. Health Screening 60+:** Meghan Pauly reported that Tai Chi is going well and will come to an end on August 31st. The Healthy Living with Diabetes workshop will begin in October. Lunch and Learns will be starting soon. Meghan is doing blood pressure checks twice a month and is continuing to work on additional health screening offerings.
- 7. Prevention** – No report.
- 8. School Health Aides**
 - a. Linda Palmbach reported that the School Health Aides will be meeting with the nurses the week of August 16th. MJSD has approved an increase in hours for the health aides as needed.
- 9. Dental Program** (screening, fluoride varnish, children and youth with special healthcare needs) – Claire Opsteen reported that she is working on scheduling the fall dental and hearing screenings. The Lions Club will schedule vision screenings at the schools.

- 10. Communicable Disease** – Kristine Hutter reported that the grant funding for communicable disease is being used for social media and advertising including COVID prevention, flu prevention, and other respiratory diseases.
- 11. Lead Safe Menasha** – Kristine Hutter reported that this project is coming to a close and the final report is being submitted.
- 12. Lead Prevention** – No report.
- 13. Immunization**
 - a. Vaccines For Children Clinics 2021 – Meghan Pauly reported that monthly clinics will be held through the end of the year and the August clinic has quite a few people signed up.
 - b. Cost for Flu Vaccine – Kristine Hutter reported that we currently charge \$17 per dose of flu vaccine. Staff noted the price should be increased to adequately cover the costs, including vaccine and supplies, to administer the vaccine. A proposed increase to \$20 was discussed.

Candyce Rusin moved to increase the fee of flu vaccination from \$17 to \$20, seconded by Teresa Rudolph. The motion passed. Kristine Hutter will propose the increase to the Common Council at the September 7th meeting.

- 14. Maternal and Child Health** – Kristine Hutter reported that the MCH objective for the year has been directed to COVID. Claire Holzschuh will continue to work on breastfeeding friendly workplaces and has attended 3 out of 4 sessions of the MCH Summit.
- 15. Dental Sealants** – No report.
- 16. Overdose Data to Action (MCAAP)** – Linda Palmbach reported that this project is continuing and still going well. Linda is attending meetings every other week to get updates from the prism team and police department. The project group would like to see referrals come through from different sources, e.g., the library, Health Department, etc.
- 17. Bioterrorism/Emergency Preparedness**
 - a. Influenza Clinic Planning – Meghan Pauly reported that our mass flu clinic will be held October 7, 2021. MJSD, Gunderson, and Faith Technologies will have different clinic dates held for employees to receive the flu vaccine.
- 18. Twenty Four/Seven** – No report.
- 19. Senior Center** – Kristine Hutter reported that the Menasha Senior Center is open and has moved to Phase 2 of the opening plan. The center is now open Monday through Friday from 8am-1pm. They are still currently at 2 staff members in addition to the director. Chloe Hansen-Dunn, Kristine Hutter, and Mayor Merkes will look further at staffing needs as the center moves to full hours.
- 20. COVID-19 Projects**
 - a. Contact Tracing – Kristine Hutter reported that two LTE staff continue to lead disease investigation and contact tracing for COVID-19 cases. Staffing levels may be adjusted slightly to keep up with the number of cases. Capacity remains sufficient.
 - b. Pop-up Clinic at Leaven – Meghan Pauly reported that we will be participating in a pop-up clinic at Leaven in Menasha on August 23rd. We will provide the Pfizer vaccine, vaccinators and supplies.

- c. Health Department COVID-19 Vaccine Clinic Update – Claire Holzschuh reported that we will continue to hold one clinic per week. We held our first walk-in vaccine clinic at the end of July and felt that it yielded a good turnout. We will continue to incorporate a walk-in option for future clinics.

D. ACTION ITEMS

1. Policies and Procedure Review
 - a. Immunization Clinic: Uncontrollable Behavior
 - b. Immunization Clinic: Missed Appointments and Walk-Ins
 - c. Vaccine Administration
 - d. Vaccine Monitoring, Storage and Emergency Relocation
 - e. Vaccine Ordering, Receiving and Shipment Unpacking

Kristine Hutter reported that Liz Rosin reviewed all of the procedures listed and made some minor changes. The Board of Health reviewed and all procedure documents will show as approved until next year.

E. ADJOURNMENT

Candyce Rusin moved to adjourn the meeting at 8:59am, seconded by Teresa Rudolph. The motion passed.

Next Meeting: September 10, 2021 8:00 AM – Virtual Option

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