

**CITY OF MENASHA BOARD OF HEALTH**  
**Minutes**  
**November 12, 2021**

CALL TO ORDER

Meeting called to order by Candyce Rusin at 8:03 AM

A. ROLL CALL

Present: Kristine Hutter, Teresa Rudolph, Candyce Rusin, Kristene Stacker

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

Guest: Charissa Doolittle, UWGB RN to BSN student

B. MINUTES TO APPROVE

1. BOH Meeting Minutes October 15, 2021

Candyce Rusin moved to approve the October 15, 2021 minutes, seconded by Kristene Stacker. 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. In the City, 56.3% of residents have received one dose of vaccine and 53.7% have completed a vaccine series. Case counts remain in the “very high” burden class. The majority of cases are occurring in the unvaccinated population, with many cases in the 0-9 age group. The Pfizer vaccine has been approved for the 5-11 year old age group.

ii. Budget and Contracts Updates

- a. 2022 Consolidated Contracts – Kristine Hutter reported that she is working with staff to select program objectives for 2022. Although funding has been approved for year 3 of the MCAAP program, we currently do not have a formal contract. The communicable disease contract is signed and in place. Kristine presented the Health Department budget for 2022 to Common Council the week of November 1<sup>st</sup>. Council will be voting on the budget on November 15<sup>th</sup>.

b. Personnel

- i. Additional COVID-19 staff – Mary Jo Kirchman joined the staff three weeks ago as an LTE Contact Tracer/Disease Investigator. An additional LTE Contact Tracer/Disease Investigator has been hired and will start the week of November 15<sup>th</sup>.

c. Academic Affiliation Updates

- i. University of Wisconsin Green Bay - UWGB student, Charissa Doolittle, reported that she is working to develop a performance management spreadsheet, focusing initially on flu vaccine information.

- ii. University of Wisconsin Oshkosh – 8 UWO students have been assisting with various vaccine clinics and helping to conduct AED drills for school staff. They have been working on a project for the Senior Center, a self-care fair, which will take place on November 18<sup>th</sup>.
  - iii. Fox Valley Technical College – No report.
- 2. Employee Safety:** Todd Drew reported that regularly scheduled safety meetings are taking place with Public Works, Menasha Police Department and City Hall. New staff members have been trained on emergency procedures for City Hall. CVMIC will be conducting trench safety trainings for Public Works and Parks & Recreation in December.
- 3. Sealer of Weights and Measures:** Todd responded to a gas pump complaint. Two scales were inspected.
- 4. Environmental Health:** All school food safety inspections are complete. Inspection and licensing is complete on a new tattoo parlor. In the past month 5 animal bites and 2 product contamination complaints we addressed. Todd has completed 5 DNR inspections.
- 5. Public Health Department**
  - a. Communicable Disease Report: October 2021 – Kristine Hutter shared the report from October.
  - b. Public health nursing updates – No report.
  - c. School nursing updates – Linda Palmbach reported that nurses have been covering for two health aides who have been out sick. COVID cases are increasing in the schools. Nurses have been assisting as needed with contact tracing and quarantine.
- 6. Health Screening 60+:** Meghan Pauly reported that she has been contacted by lab staff at Partnership Community Health Clinic to potentially offer lab draws at the Menasha Senior Center. She is looking for a new massage therapist and physician to assist with skin checks. She is conducting blood pressure readings and Lunch & Learns.
- 7. Prevention** – No report.
- 8. School Health Aides** – No report.
- 9. Dental Program** (screening, fluoride varnish, children and youth with special healthcare needs) – Kristine Hutter reported that Claire Opsteen is finishing the fall dental screenings and fluoride varnishes.
- 10. Communicable Disease** – Claire Holzschuh is continuing to update social media and the website with communicable disease information.
- 11. Lead Prevention** – No report.
- 12. Immunization**
  - a. Vaccines For Children Clinics 2021 – There has been an increase in people signing up for appointments and not coming to the clinic.
  - b. Influenza Vaccine – Flu shots are still in demand. We are accommodating these requests as we are able.
- 13. Maternal and Child Health** – Claire Holzschuh reported that the objectives for the upcoming year will be COVID and breastfeeding friendly workplaces.
- 14. Dental Sealants** – No update.

- 15. Overdose Data to Action (MCAAP)** – Linda Palmbach reported that the core team will be meeting the week of November 15<sup>th</sup>. There has been a personnel change in the Police Department.
- 16. Bioterrorism/Emergency Preparedness** – Claire Holzschuh reported that an After Action Report (AAR) for COVID-19 response will be completed regionally with the FVHERC. She is also maintaining the WEAVR information.
- 17. Twenty Four/Seven** – No report.
- 18. Senior Center** – Kristine Hutter reported that the Menasha Senior Center operating hours remain Monday through Friday from 8am – 1pm and will continue with current staff through the end of the year. Participation has increased with over 300 registrants this year versus about 250 last year.
- 19. COVID-19 Projects**
- a. Disease Investigation/Contact Tracing – Kristine Hutter reported that disease investigation/contact tracing remains steady with Gina Phillips and Megon Rose continuing to lead efforts. Two additional staff have been added to assist in these efforts, with the nurses assisting as needed.
  - b. COVID-19 Vaccine Clinics
    - i. Pop Up Clinics – The Hope Clinic pop-up saw 8 clients for the Johnson & Johnson vaccine.
    - ii. Health Department Clinic – Vaccination clinics are seeing clients coming in for Johnson & Johnson doses and Pfizer boosters. Extra precautions are being exercised now that we are offering 3 different COVID vaccines. We will not hold a vaccine clinic the week of Thanksgiving.
    - iii. 5-11 Year Old Vaccine Update – Our first clinic for this age group was held on November 9<sup>th</sup>. Positive feedback was received from attendees of this clinic.

#### D. ACTION ITEMS

None

#### E. ADJOURNMENT

Kristene Stacker moved to adjourn the meeting at 8:52am, seconded by Candyce Rusin. The motion passed.

Next Meeting: December 10, 2021 8:00 AM – Virtual Option  
Menasha Health Department 100 Main Street, Suite 100 Menasha, WI