

**CITY OF MENASHA BOARD OF HEALTH**  
**Minutes**  
**October 15, 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, Claire Opsteen, Linda Palmbach, Meghan Pauly

**B. MINUTES TO APPROVE**

1. BOH Meeting Minutes September 10, 2021

Kristene Stacker moved to approve the September 10, 2021 minutes, seconded by Candy Rusin. 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 FDA is meeting to discuss booster doses of the Moderna and Johnson & Johnson vaccines. A booster dose of the Pfizer vaccine has been approved and is available based on set criteria. Case counts remain in the “very high” burden class with a “very high” activity level. The state is tracking illness in vaccinated and unvaccinated individuals and updates the data on a monthly basis. In the City, 54.1% of residents have received one dose of vaccine and 52.6% have completed a vaccine series.
- ii. Budget and Contracts Updates
  - a. New COVID-19 funding – Common Council has approved accepting funds from ARPA, a vaccination grant, and a workforce development grant. Kristine Hutter has signed the contracts. The 2022 budget will be presented to Council in early November.

b. Personnel

- i. Additional COVID-19 staff – An additional Disease Investigator/Contact Tracer has been hired. Gina Phillips will begin training her the week of October 18<sup>th</sup>.

c. Academic Affiliation Updates

- i. University of Wisconsin Green Bay - Meghan Pauly reported that her student is working to develop a performance management spreadsheet for recording services provided and narrative around those services.
- ii. University of Wisconsin Oshkosh - The UWO students assisted with the mass flu clinic and hearing screenings. They have started their hand washing presentations at the elementary schools.

- iii. Fox Valley Technical College – Claire Opsteen reported that FVTC dental assistant students are assisting her with dental screenings through December. A new group of students will start in January.
- 2. Employee Safety:** Todd Drew reported that he is conducting safety meetings with Public Works, Menasha Police Department and City Hall. Emergency plans for Public Works, City Hall and the Library are being revised. CVMIC will be conducting trench safety trainings for Public Works and Parks & Recreation in December. The 50/50 CVMIC grant has been finalized.
- 3. Sealer of Weights and Measures:** Tests were conducted on 117 gas pumps last month. 2 pumps were put out of service temporarily.
- 4. Environmental Health:** Todd is completing food safety inspections in the schools and regular restaurant inspections, and has completed plan reviews for 2 new establishments. In the past month he reported responding to 6 human health hazards and 5 animal bites. He completed inspections on 4 new sites for DNR and responded to 2 complaints. Todd attended the Wisconsin Environmental Health Association conference in Eau Claire.
- 5. Public Health Department**
  - a. Communicable Disease Report: September 2021 – Kristine Hutter shared the report from September.
  - b. Public health nursing updates – No report.
  - c. School nursing updates – Linda Palmbach reported that COVID (testing, quarantine, etc.) is taking up most of school nursing time.
- 6. Health Screening 60+:** Meghan Pauly reported that the Healthy Living with Diabetes class was canceled due to low registration. She is continuing with blood pressure readings and Lunch & Learns. Hometown Pharmacy provided the flu vaccine for older adults 65+. The UWO students will be assisting with a Self-Care Fair at the Senior Center in December.
- 7. Prevention** – No report.
- 8. School Health Aides** – Linda Palmbach reported that the school health aides have been busy helping with COVID isolation/quarantine periods.
- 9. Dental Program** (screening, fluoride varnish, children and youth with special healthcare needs) – Claire Opsteen reported that she is finishing the fall dental screenings.
- 10. Communicable Disease** – Claire Holzschuh reported that she is updating the website and social media with flu information.
- 11. Lead Prevention** – Todd Drew reported that a referral was made to the Department of Health Services for an untrained contractor. DHS enforces the Lead Safe contractor requirements.
- 12. Immunization**
  - a. Vaccines For Children Clinics 2021 –September and October VFC clinics saw many school-aged children.
  - b. School Immunization - Meghan Pauly reported that school exclusion letters have been mailed.
- 13. Maternal and Child Health** – Claire Holzschuh finished the fourth webinar in the mandatory 2021 series for the MCH Summit.
- 14. Dental Sealants** – Claire Opsteen reported that the sealant program usually starts in January, but participation will depend on COVID case counts.

- 15. Overdose Data to Action (MCAAP)** – Kristine Hutter reported that this program has been funded for a third year. (Sept 2021 – Aug 2022)
- 16. Bioterrorism/Emergency Preparedness** – Claire Holzschuh is attending bi-weekly PHEP meetings.
- a. Influenza Clinic Update - Mass flu clinic was organized and went well. Flu vaccine was given to Menasha Joint School District, City, and Menasha Utilities employees on September 29<sup>th</sup>, which cut down on some of the traffic at the October 7<sup>th</sup> clinic.
- 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. There will be a 40th anniversary event in December. The Committee on Aging is seeking members to fill three vacancies. A survey of interest is being distributed in the community.
- 19. COVID-19 Projects**
- a. Disease Investigation/Contact Tracing – Gina Phillips and Megon Rose are continuing to lead the disease investigation/contract tracing efforts, with an additional staff member hired to assist.
  - b. COVID-19 Vaccine Clinics
    - i. Pop Up Clinics – Possible pop up at Hope Clinic. Meghan and Claire H. will be meeting with the director today for a site visit and to discuss potential clinic dates.
    - ii. Health Department Clinic – Vaccination clinics are seeing more clients coming for boosters. There is potential for more traffic in clinics upon approval of the Moderna and Johnson & Johnson boosters and first doses for the 5-11 year old age group.

D. ACTION ITEMS

None

E. ADJOURNMENT

Kristene Stacker moved to adjourn the meeting at 8:56am, seconded by Teresa Rudolph. The motion passed.

Next Meeting: November 12, 2021 8:00 AM – Virtual Option  
Menasha Health Department 100 Main Street, Suite 100 Menasha, WI