

**CITY OF MENASHA BOARD OF HEALTH**  
**Minutes**  
**August 12, 2022**

**A. CALL TO ORDER**

Meeting called to order by Candyce Rusin at 8:06 AM

**B. ROLL CALL**

Present: Kristine Hutter, Teresa Rudolph, Candyce Rusin

Absent: Kristene Stacker

Staff Present: Kortney Dahm, Claire Holzschuh, Larissa Keller, Claire Opsteen, Gina Phillips

Guest: Olivia Meissner, Public Health Summer Intern

**C. MINUTES TO APPROVE**

1. BOH Meeting Minutes July 8, 2022

Teresa Rudolph moved to approve the July 8, 2022 minutes, seconded by Kristine Hutter. The motion passed.

**D. 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 Data Summary. Currently 62.3% of the eligible population in the City have received at least one dose of vaccine and 59.7% have completed the vaccine series. Case counts have moved into the “very high” burden class and the CDC’s community level metric is now in the medium category. We are continuing to offer the Pfizer vaccine at our clinics and are serving all populations; 6 months-4 years, 5-11 years, and 12 years+. The CDC released updated guidance for K-12 and early care and education programs. Menasha Joint School District has updated recommendations using guidance from the Department of Public Instruction and CDC. The District will continue to provide testing sites for staff and students during the upcoming school year.
- ii. Budget and Contracts Updates – Kristine Hutter reported that the Communicable Disease and Bioterrorism/Emergency Preparedness grants are in the new contract year. The Overdose Data to Action (MCAAP) year three funding ends August 31<sup>st</sup>. An application for year four funding has been submitted. The City budget cycle will be starting soon.

**b. Personnel**

- i. COVID-19 LTE Positions – Kristine Hutter reported there is a large COVID-19 contract that was originally set to end October 31<sup>st</sup> of this year but has been extended through June 30<sup>th</sup>, 2023. This extension will allow the LTE staff to remain on for disease investigation through the end of December depending on COVID-19 case numbers.
- ii. Acting Health Officer – Liz Rosin, Public Health Nurse, will be serving as acting health officer for 12 weeks while Kristine Hutter is on leave. Liz will

take the lead on 2023 budgeting with the assistance of the finance department and Mayor Merkes, and will make the budget presentation to Common Council in November.

- iii. Upcoming Board Meetings – The Board discussed upcoming meetings and decided to cancel the September meeting. The next meeting will be held October 14<sup>th</sup>.
  - c. Academic Affiliation Updates
    - i. University of Wisconsin-Oshkosh - Kristine Hutter reported that a new cohort of UWO nursing students will be starting in the fall. They will be shadowing the nursing staff and assisting with the annual influenza vaccine clinic.
- 2. Employee Safety** – No report.
  - 3. Sealer of Weights and Measures** – No report.
  - 4. Environmental Health** – No report.
  - 5. Public Health Department**
    - a. Communicable Disease Report: July 2022 – Kristine Hutter shared the report from July 2022.
    - b. Public Health Nursing Updates – No report.
    - c. School Nursing Updates – Kortney Dahm reported that the nurses are preparing for the upcoming school year.
  - 6. Health Screening 60+** – Larissa Keller reported on behalf of Meghan Pauly. In the month of July, Meghan provided 59 services to 46 people. Services included blood pressure/wellness room, walking club, lunch & learn, memory café, wellness labs, and memory screening. Walking club will conclude on August 26<sup>th</sup>. The Senior Center will be putting together a team for the Alzheimer’s walk, which will take place on October 1<sup>st</sup>. Meghan will teach a six-week Healthy Living with Diabetes class beginning October 11<sup>th</sup>. Hometown Pharmacy will be providing high-dose flu shots at the Senior Center on October 14<sup>th</sup>.
  - 7. Prevention** – Claire Holzschuh is currently working with Olivia Meissner on her performance management project. The prevention grant funding year end is September 30<sup>th</sup>.
  - 8. School Health Aides**
    - a. Health Aides Hiring Update – Kristine Hutter reported that a new school health aide was hired for Butte des Morts Elementary and there is an accepted offer for the Menasha High School aide.
    - b. School Year 22-23 Update – The Menasha Joint School District has approved a wage increase as well as additional hours for the school health aides this year. The additional time will be used to assist with COVID-19 related tasks.
  - 9. Dental Program** (screening, fluoride varnish, children and youth with special healthcare needs) – No report.
  - 10. Communicable Disease** – Claire Holzschuh continues to use our Facebook page for messaging. Our new year of grant funding began July 1<sup>st</sup>.
  - 11. Lead Prevention** – No report.
  - 12. Immunization** – Kortney Dahm reported that our August 10<sup>th</sup> immunization clinic was well attended.

- 13. Maternal and Child Health** – Claire Holzschuh reported that she is continuing to work with local child care centers to get them re-designated as breastfeeding friendly.
- 14. Dental Sealants** – Claire Opsteen reported that she will be attending the annual Seal a Smile meeting on August 31st.
- 15. Overdose Data to Action (MCAAP)** – Kristine Hutter reported that the application for year 4 funding has been submitted. We will continue to work with our partners at Unity Recovery Services in the upcoming year.
- 16. Bioterrorism/Emergency Preparedness** – No report.
- 17. Senior Center** – Kristine Hutter reported that the Senior Center will go back to the three core staff members at the end of the summer.
- 18. COVID-19 Projects** – Kristine Hutter reported that the LTE staff is continuing to perform basic disease investigation for COVID cases. COVID-19 vaccination clinics are continuing, with our next clinic on August 31<sup>st</sup>.
- 19. Summer Internship Project Presentation** – University of Wisconsin-LaCrosse student, Olivia Meissner, presented the performance management tool she created as a summer internship project.

#### E. ACTION ITEMS

1. Policies and Procedure Review
  - a. Policy, Procedure and Protocol Development
  - b. Policy, Procedure and Protocol Revision, Review and Approval

Action items were reviewed and discussed. No changes were proposed.

#### F. ADJOURNMENT

Teresa Rudolph moved to adjourn the meeting at 9:26 AM, seconded by Kristine Hutter. The motion passed.

Next Meeting: October 14, 2022 8:00 AM – virtual option  
Menasha City Hall  
100 Main Street, Suite 100  
Menasha, WI