

CITY OF MENASHA BOARD OF HEALTH
Minutes
May 12, 2023

A. CALL TO ORDER

Meeting called to order by Candyce Rusin at 8:09 AM

B. ROLL CALL

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

Staff Present: Todd Drew, Claire Opsteen, Linda Palmbach, Meghan Pauly

C. MINUTES TO APPROVE

1. BOH Meeting Minutes April 14, 2023

Kristene Stacker moved to approve the April 14, 2023 minutes, seconded by Candyce Rusin. The motion passed.

D. REPORT OF DEPT HEADS/STAFF/CONSULTANTS

1. Administrative

a. Health Department

- i. COVID-19 Update – Kristine Hutter shared that the federal public health emergency declaration ended on May 11, 2023. More information about the implications of this can be found on the WI DHS website. Kristine led a review of the City’s COVID-19 data summary dated May 11, 2023. This will be the last COVID-19 data summary published because the health department is no longer in emergency response. The health department will incorporate COVID-19 activities into regular operations.
- ii. Budget and Contracts Update – The health department will be receiving funding through the Public Health Infrastructure Grant (federal funding passed through WI DHS). Contracts are expected in July. The scope of work was just finalized.

b. Personnel

- i. School Health Aide – Menasha High School – This position has been filled. The new Health Aide started yesterday, May 11.

c. Academic Affiliation Updates

- i. University of Wisconsin-Oshkosh – Meghan Pauly reported the UWO nursing students completed their project and presented their findings to staff. The students worked on a flyer for the health department’s birth packets to help connect new parents to resources.
- ii. University of Wisconsin-Green Bay – Meghan Pauly reported that her student, Kia, completed her hours at the end of April. Kia revised the school immunization letters as her semester project.
- iii. Fox Valley Technical College – The FVTC dental assistant students have graduated. A new cohort will assist Claire Opsteen in the fall.

- 2. Employee Safety** – Todd Drew reported that regular safety meetings are being conducted. Todd completed a mowing/slope policy and training for Parks staff. The CVMIC safety grant will be used to fund an overhaul of the current lockout/tag-out

program. Employee hearing screening has been rescheduled for May and will be conducted by a new company. Todd is currently working on respiratory fit testing this week and next for Public Works and Parks department staff.

- 3. Sealer of Weights and Measures** – Todd Drew reported that he is working on gas pump testing and Claire Holzschuh is working on pricing inspections.
- 4. Environmental Health** – Todd Drew reported that he is continuing routine inspections of restaurants, while Claire Holzschuh inspects the current tourist rooming houses. Since the last meeting, Todd has followed up on 4 animal bite complaints and completed 5 DNR inspections. A citation was issued to the owner of a house that was the site of a fuel oil spill after receiving a new complaint related to that spill. Todd will serve as the Chair of the Environmental Health Section of the Wisconsin Association of Local Health Departments and Boards (WALHDAB).
- 5. Public Health Department**
 - a. Communicable Disease Report: April 2023 – Kristine Hutter shared the report for April 2023.
- 6. Health Screening 60+** – Meghan Pauly reported that the falls prevention class, Stepping On, ends today. Meghan and Kortney’s Tai Chi class will begin June 14th and will run for 8 weeks. Mayor Merkes and Laura Jungwirth, Public Works Director, joined the Walking Club last week for a walk over the new Racine Street Bridge. Walking Club will continue during the summer months and will meet at different locations in the City. There were 8 participants for the oral health screening at the Menasha Senior Center in April.
- 7. Prevention** – Kristine Hutter reported that the 5 Tri-County health departments have begun discussions with the 4 local healthcare systems regarding working together to complete a Community Health (Needs) Assessment.
- 8. School Health Aides** – No report.
- 9. Dental Program** (screening, fluoride varnish, sealants) – Claire Opsteen reported that she is completing the final fluoride applications for this school year, as well as finishing sealant applications.
- 10. Communicable Disease** – No report.
- 11. Lead Prevention** – Kristine Hutter reported that the project to replace the lead laterals in the City is now complete.
- 12. Immunization** – Meghan Pauly reported that she will be attending the Immunize Wisconsin Conference next week.
- 13. Maternal and Child Health** – Kristine Hutter reported that the Breastfeeding Alliance of Northeast Wisconsin is starting to plan for the annual breastfeeding walk and celebration in August.
- 14. Overdose Data to Action (MCAAP)** – Kristine Hutter reported that the Overdose to Action grant will end on August 31st. The Health Department/City is determining how to move forward once this funding stream comes to an end.
- 15. Bioterrorism/Emergency Preparedness** – Kristine Hutter reported that she and Claire Holzschuh will be attending the Radiological Tabletop Exercise with the Fox Valley Healthcare Emergency Readiness Coalition (FV-HERC) next week.
- 16. Senior Center** – Kristine Hutter reported that the Center has set a summer coverage schedule. We did not need to hire additional staff members.
- 17. COVID-19 Projects** – Kristine Hutter reported that the LTE disease investigators ended March 31st. Disease investigation for COVID-19 is now integrated into “normal”

communicable disease follow-up. Covid-19 vaccine clinics will be integrated into our monthly VFC clinics starting this month.

E. ACTION ITEMS

1. Variance Requests and Approvals/HACCP Validation Policy

Kristene Stacker moved to approve the policy, seconded by Candyce Rusin. The motion passed.

F. ADJOURNMENT

Kristene Stacker moved to adjourn the meeting at 8:51 AM, seconded by Tess Rudolph. The motion passed.

Next Meeting: June 9, 2023 8:00 AM – virtual option
Menasha City Hall
100 Main Street, Suite 100
Menasha, WI