

Menasha aldermen occasionally attend meetings of this body. It is possible that a quorum of Common Council, Board of Public Works, Administration Committee, Personnel Committee may be attending this meeting. (No official action of any of those bodies will be taken).

**CITY OF MENASHA
BOARD OF HEALTH
Menasha Health Department
100 Main Street, Menasha
March 10, 2023 – 8:00AM
Board of Health Meeting
AGENDA**

To join the Board of Health meeting:

From your computer, tablet or smartphone:

<https://meet.goto.com/767808509>

Dial in using your phone:

United States: [+1 \(669\) 224-3412](tel:+16692243412)

Access Code: 767-808-509

- A. CALL TO ORDER
- B. ROLL CALL/EXCUSED ABSENCES
- C. MINUTES TO APPROVE
 - 1. BOH Meeting Minutes February 10, 2023
- D. REPORT OF DEPARTMENT HEAD/STAFF/CONSULTANTS
 - 1. Administrative
 - a. Health Department
 - i. COVID-19 Update
 - ii. Budget and Contracts Updates
 - iii. 2022 Annual Report (draft)
 - b. Personnel
 - i. Dental Assistant Position
 - ii. School Health Aide – Menasha High School
 - c. Academic Affiliation Updates
 - i. University of Wisconsin – Oshkosh
 - ii. University of Wisconsin – Green Bay
 - iii. Fox Valley Technical College
 - iv. Marian University
 - 2. Employee Safety
 - 3. Sealer of Weights and Measures
 - 4. Environmental Health
 - 5. Public Health Department
 - a. Communicable Disease Report: February 2023
 - b. Public Health Nursing Updates
 - 6. Health Screening 60+
 - 7. Prevention

"Menasha is committed to its diverse population. Our Non-English speaking population and those with disabilities are invited to contact the Menasha Health Department at 920-967-3520 at least 24-hours in advance of the meeting for the City to arrange special accommodations."

Board of Health Members: Kristine Hutter, Kristene Stacker, Teresa Rudolph, Candyce Rusin

8. School Health Aides
9. Dental Program (screening, fluoride varnish, children and youth with special healthcare needs)
10. Communicable Disease
11. Lead Prevention
12. Immunization
13. Maternal and Child Health
14. Dental Sealants
15. Overdose Data to Action (MCAAP)
16. Bioterrorism/Emergency Preparedness
17. Senior Center
18. COVID-19 Projects

E. ACTION ITEMS

F. ADJOURNMENT

Next Meeting: April 14, 2023 8:00 AM [– Virtual Option](#)

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

CITY OF MENASHA BOARD OF HEALTH
Minutes
February 10, 2023

A. CALL TO ORDER

Meeting called to order by Candyce Rusin at 8:04 AM

B. ROLL CALL

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

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

C. MINUTES TO APPROVE

1. BOH Meeting Minutes January 13, 2023

Teresa Rudolph moved to approve the January 13, 2023 minutes, seconded by Kristene Stacker. The motion passed.

D. REPORT OF DEPT HEADS/STAFF/CONSULTANTS

1. Administrative

- a. Health Department
 - i. COVID-19 Update – Kristine Hutter led a review of the City’s COVID-19 data summary dated February 2, 2023. The current CDC COVID-19 community level is low. Case numbers remain low with 15 reported cases in that last 2 weeks. County vaccination numbers remain steady with Calumet County reporting 55.6% of residents completing the primary series and 16.3% receiving the updated booster, and Winnebago County reporting 60.2% of residents completing the primary series and 18.3% receiving the updated booster.
 - ii. Budget and Contracts Updates – Kristine Hutter reported that the prevention block grant (preventative health and human services) is now in place and all contracts are set for 2023. Kristine and Larissa are working together to close out the 2022 grant billing. The 2022 Annual Report draft will be ready to share at the March meeting.
- b. Personnel
 - i. Dental Assistant Position – The Dental Assistant position remains open. Kristine will be interviewing candidates next week.
- c. Academic Affiliation Updates
 - i. University of Wisconsin-Oshkosh – Linda Palmbach reported that the UWO students had their orientation in January and are now working on the growth and development presentations.
 - ii. University of Wisconsin-Green Bay – Meghan Pauly reported that she is hosting an RN to BSN student for the semester.
 - iii. Fox Valley Technical College – No report.
 - iv. Marian University – Linda Palmbach reported that she is hosting a Marian University student for the semester.

2. **Employee Safety** – Todd Drew reported that safety meetings are being conducted. He completed a second active threat training for City Hall employees and is currently working on respiratory fit testing. Employee hearing screening will take place in April.
3. **Sealer of Weights and Measures** – Todd Drew reported that all grocery scale testing is complete.
4. **Environmental Health** – Todd Drew reported he is conducting routine restaurant inspections. He was called out to assist with a gas can incident in an apartment building, 5 other human hazard complaints, and two cat bites. The Department of Agriculture will be conducting an audit of all agents, which occurs every three years. Todd attended the WAHLDAB environmental health meeting in Stevens Point on January 26th.
5. **Public Health Department**
 - a. Communicable Disease Report: January 2023 – Kristine Hutter shared the report for January 2023. Board discussed current shortage of tuberculosis medication.
 - b. Public Health Nursing Updates – No report.
6. **Health Screening 60+** – Meghan Pauly reported that the Stepping On falls prevention class start date has moved from Feb. 3rd to March 31st. The wellness lab blood draws performed by ThedaCare will take place in City Hall instead of the Senior Center. Meghan has begun planning for her spring programs.
7. **Prevention** – Kristine Hutter reported that the 2023 performance management spreadsheet is in use for tracking program numbers and accomplishments.
8. **School Health Aides** – Kristine Hutter reported that the school health aide for Menasha High School has resigned. The position has been posted. A retired school health aide will be assisting at the high school until the position is filled.
9. **Dental Program** (screening, fluoride varnish, children and youth with special healthcare needs) – Kristine Hutter reported on behalf of Claire Opsteen. Claire is currently doing dental presentations and is scheduling fluoride applications. Dental students and nursing students will be assisting with fluoride. Kristine and Claire are working on the United Way grant application.
10. **Communicable Disease** – No report.
11. **Lead Prevention** – Todd Drew reported that the blood lead test level at which the health department will offer an environmental lead hazard investigation increased in 2023 as compared to 2022. This is an objective for the Childhood Lead Poisoning Prevention grant.
12. **Immunization** – Meghan Pauly reported that she will be presenting along with other NEWIC members to a group of CMAs regarding vaccine hesitancy. Wisconsin law has recently changed the vaccine requirements for schools starting in the fall of 2023. The nurses are working on communicating these changes to MJSJSD families and identifying students who will require additional vaccines for school year 23-24.
13. **Maternal and Child Health** – Kristine reported on behalf of Claire Holzschuh. Claire will be meeting with the newly appointed director of UWO-Fox Cities Children’s Center in March to begin the breastfeeding friendly re-designation process. Claire is drafting a letter to send to local businesses to recruit a worksite to go through the designation process. The first breastfeeding friendly learning community call will take place on February 14th.

- 14. Dental Sealants** – Kristine Hutter reported on behalf of Claire Opsteen. Claire will be starting sealants at the end of February. Dental assistant students will be helping with sealants.
- 15. Overdose Data to Action (MCAAP)** – Kristine Hutter reported that the program continues to work on harm reduction in the community. Kristine attended the kickoff for MITCAAP, the program started by the Menomonee Indian tribe which mirrors our MCAAP program.
- 16. Bioterrorism/Emergency Preparedness** – Kristine Hutter reported that she and Claire Holzschuh have submitted the mid-year expenditures. Claire has already completed most of her objectives for the contract year including working with Cassidy Walsh from Appleton (consortium leader) on emergency preparedness plan updates.
- 17. Senior Center** – Kristine Hutter reported that one of the Center’s summer employees is working some hours this spring. Bus trips have been very popular and have been a good source of revenue for the Center. Chloe Hansen-Dunn is working on the 2022 Annual Report for the Senior Center.
- 18. COVID-19 Projects** – Kristine Hutter reported that the LTE disease investigators will be working through the end of March. Covid-19 vaccine clinics are being held twice monthly at the Health Department. There will be a community vaccine clinic held at the Menasha Library on February 16th.

E. ACTION ITEMS

Procedures for Review:

- 1. Blood Lead Level Results Follow-Up
- 2. Childhood Lead Poisoning Prevention
- 3. Immunization Clinic – Uncontrollable Behavior
- 4. Immunization Clinic – Missed Appointment
- 5. Vaccine Administration
- 6. Vaccine Monitoring, Storage and Emergency
- 7. Vaccine Ordering, Receiving and Unpacking

All procedures reviewed with no updates or changes recommended. Kristine Hutter will approve all listed procedures.

Kristene Stacker motioned to change the process in which the Board reviews policy and procedure updates, which would include only material changes in existing policies and procedures presented for Board review. Any non-material changes would be approved by the Public Health Director.

Motion was approved by Board Chairperson, Candyce Rusin, and seconded by Teresa Rudolph. The motion passed.

For Approval:

- 8. Food Service and Recreational Licensing Fee Changes

Board recommends a change in licensing fees to round all figures to the nearest dollar amount.

Candyce Rusin motioned to approve the Food Service and Recreational Licensing schedule with the recommended changes. Motion seconded by Kristene Stacker. The motion passed.

F. ADJOURNMENT

Candyce Rusin moved to adjourn the meeting at 9:05 AM, seconded by Teresa Rudolph. The motion passed.

Next Meeting: March 10, 2023 8:00 AM – virtual option

Menasha City Hall

100 Main Street, Suite 100

Menasha, WI

Cumulative Report

Date Type: Create

Date Range: 02/01/2023 to 02/28/2023

Incident Jurisdiction: Menasha

Health Jurisdiction: Health Jurisdiction

Outbreak Jurisdiction:

Transmission Status:

Resolution Status: Confirmed, Probable, Suspect

Process Status:

Prepared By: WEDSS (Preparer's Title)

Telephone: 9885297959

Fax: 9848999801

All diseases except HIV and Lead

<u>Disease Name</u>	<u>Number of Incidents</u>
CHLAMYDIA TRACHOMATIS INFECTION	4
CORONAVIRUS, NOVEL 2019 (COVID-19)	50
LYME LABORATORY REPORT	1
TUBERCULOSIS, LATENT INFECTION (LTBI)	1

Information contained on this form or report which would permit identification of any individual has been collected with a guarantee that it will be held in strict confidence, will be used only for surveillance purposes, and will not be disclosed or released without the consent of the individual in accordance with Section 308(d) of the Public Health Service Act (42 U.S.C. 242m).

Cumulative Report

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Telephone: 9885297959

Fax: 9848999801

All diseases except HIV and Lead

<u>Disease Name</u>	<u>Number of Incidents</u>
CHLAMYDIA TRACHOMATIS INFECTION	12
CORONAVIRUS, NOVEL 2019 (COVID-19)	88
HEPATITIS A	1
INFLUENZA-ASSOCIATED HOSPITALIZATION	6
LYME LABORATORY REPORT	3
STREPTOCOCCAL DISEASE, INVASIVE, GROUP A	1
TUBERCULOSIS, CLASS A OR B	1
TUBERCULOSIS, LATENT INFECTION (LTBI)	3

Information contained on this form or report which would permit identification of any individual has been collected with a guarantee that it will be held in strict confidence, will be used only for surveillance purposes, and will not be disclosed or released without the consent of the individual in accordance with Section 308(d) of the Public Health Service Act (42 U.S.C. 242m).