

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  
AGENDA  
Menasha Health Department  
100 Main Street, Menasha  
June 9, 2023 – 8:00AM  
Room 207**

- A. CALL TO ORDER
- B. ROLL CALL/EXCUSED ABSENCES
- C. MINUTES TO APPROVE
  - 1. BOH Meeting Minutes May 12, 2023
- D. REPORT OF DEPARTMENT HEAD/STAFF/CONSULTANTS
  - 1. Administrative
    - a. Health Department
      - i. COVID-19 Update
      - ii. Budget and Contracts Updates
    - b. Personnel
      - i. Dental Assistant Position
    - c. Academic Affiliation Updates
      - i. University of Wisconsin – Oshkosh
      - ii. University of Wisconsin – Green Bay
  - 2. Employee Safety
  - 3. Sealer of Weights and Measures
  - 4. Environmental Health
  - 5. Public Health Department
    - a. Communicable Disease Report: May 2023
  - 6. Health Screening 60+
  - 7. Prevention
  - 8. School Health Aides
  - 9. Dental Program (screening, fluoride varnish, sealants)
  - 10. Communicable Disease
  - 11. Lead Prevention
  - 12. Immunization
  - 13. Maternal and Child Health
  - 14. Overdose Data to Action (MCAAP)
  - 15. Bioterrorism/Emergency Preparedness
  - 16. Senior Center
- E. ACTION ITEMS
- F. RECOGNITION OF OUTGOING BOARD OF HEALTH MEMBER AND CITY PHYSICIAN

"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

G. ADJOURNMENT

Next Meeting: To Be Determined

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

**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 14<sup>th</sup> 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 31<sup>st</sup>. 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 31<sup>st</sup>. 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

# Cumulative Report

Date Type: Create

Date Range: 05/01/2023 to 05/31/2023

Incident Jurisdiction: Menasha

Health Jurisdiction: Health Jurisdiction

Outbreak Jurisdiction:

Transmission Status:

Resolution Status: Confirmed, Suspect, Probable

Process Status:

Prepared By: WEDSS (Preparer's Title)

Telephone: 9885297959

Fax: 9848999801

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## All diseases except HIV and Lead

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<u>Disease Name</u>	<u>Number of Incidents</u>
CAMPYLOBACTERIOSIS	1
CHLAMYDIA TRACHOMATIS INFECTION	9
CORONAVIRUS, NOVEL 2019 (COVID-19)	4
GONORRHEA	2
HEPATITIS B, CHRONIC	2
HEPATITIS C, CHRONIC	1
LYME LABORATORY REPORT	1
SYPHILIS, UNKNOWN DURATION OR LATE	1
TUBERCULOSIS, LATENT INFECTION (LTBI)	1
YERSINIOSIS	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

Date Type: Create

Date Range: 01/01/2023 to 05/31/2023

Incident Jurisdiction: Menasha

Health Jurisdiction: Health Jurisdiction

Outbreak Jurisdiction:

Transmission Status:

Resolution Status: Confirmed, Suspect, Probable

Process Status:

Prepared By: WEDSS (Preparer's Title)

Telephone: 9885297959

Fax: 9848999801

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## All diseases except HIV and Lead

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<u>Disease Name</u>	<u>Number of Incidents</u>
CAMPYLOBACTERIOSIS	2
CHLAMYDIA TRACHOMATIS INFECTION	30
CORONAVIRUS, NOVEL 2019 (COVID-19)	163
E-COLI, SHIGA TOXIN-PRODUCING (STEC)	1
GONORRHEA	2
HEPATITIS A	1
HEPATITIS B, CHRONIC	2
HEPATITIS C, ACUTE	1
HEPATITIS C, CHRONIC	2
INFLUENZA-ASSOCIATED HOSPITALIZATION	6
LYME LABORATORY REPORT	4
STREPTOCOCCAL DISEASE, INVASIVE, GROUP A	1
SYPHILIS, EARLY NON-PRIMARY, NON-SECONDARY	2
SYPHILIS, UNKNOWN DURATION OR LATE	1
TOXOPLASMOSIS	1
TUBERCULOSIS, CLASS A OR B	1
TUBERCULOSIS, LATENT INFECTION (LTBI)	6
YERSINIOSIS	1

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Incident Jurisdiction: Menasha

Health Jurisdiction: Health Jurisdiction

Outbreak Jurisdiction:

Transmission Status:

Resolution Status: Confirmed, Suspect, Probable

Process Status:

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