

CITY OF MENASHA BOARD OF HEALTH
DRAFT Minutes
January 13, 2023

A. CALL TO ORDER

Meeting called to order by Candyce Rusin at 8:10 AM

B. ROLL CALL

Present: Kristine Hutter, Teresa Rudolph, Candyce Rusin

Absent: Kristene Stacker

Staff Present: Kortney Dahm, Todd Drew, Claire Holzschuh, Larissa Keller, Meghan Pauly

C. MINUTES TO APPROVE

1. BOH Meeting Minutes December 9, 2022

Teresa Rudolph moved to approve the December 9, 2022 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 reported that the current CDC Covid-19 community level is medium due to hospital admissions. 60.1% of City residents have completed the primary Covid-19 vaccine series, with 15.6% of Calumet County residents and 17.5% of Winnebago County residents receiving an updated booster. A bivalent dose is now available for the 6 month to 4 year age group. The Say Yes! Covid Test program continues to provide free at-home test kits to Wisconsin residents. The Covid-19 Treatment Telehealth program is available for treatment after receiving a positive test result.
 - ii. Budget and Contracts Updates – Kristine Hutter reported that we were approved for carry forward funding from the ELC Enhancing Detection grant. A new, updated contract is forthcoming. We are waiting on a signed contract for the Prevention grant.
- b. Personnel
 - i. Posting Dental Assistant Position – The Dental Assistant position remains posted.
- c. Academic Affiliation Updates
 - i. University of Wisconsin-Oshkosh – Kristine Hutter reported that we will be hosting a new group of students for the spring semester.
 - ii. University of Wisconsin-Green Bay – We will be hosting an RN to BSN student for spring semester.
 - iii. Fox Valley Technical College – No report.
- d. Keeping of Chickens in the City Ordinance – The Board discussed the Keeping of Chickens in the City draft ordinance. The Board did not have any recommendations.

2. **Employee Safety** – Todd Drew reported that he is conducting regular safety meetings. A CPR/first aid course will be held in March for Public Works and City Hall employees. Our CVMIC representative conducted a mock safety audit. Todd has started taking requests for safety grant purchases for 2023.
3. **Sealer of Weights and Measures** – Todd Drew reported that all scales have been inspected with the exception of Festival Foods.
4. **Environmental Health** – Todd Drew reported that he completed approximately 20 restaurant inspections. Follow up was completed on exterior health hazard complaints and dog bites. Todd is working on an updated draft of the nuisance health hazard ordinance. Todd and Kristine are looking at licensing fees to determine if our current fees are in line with those of our partner agencies.
5. **Public Health Department**
 - a. Communicable Disease Report: December 2022 – Kristine Hutter shared the report for December 2022.
 - b. Public Health Nursing Updates – No report.
6. **Health Screening 60+** – Meghan Pauly reported that she will be teaching Stepping On starting February 3rd. She will be facilitating a chronic disease peer group at the Senior Center once a month. ThedaCare will be at the Senior Center on April 4th to do wellness lab draws.
7. **Prevention** – Kristine Hutter reported that we are waiting for a signed contract for the current grant year. Objectives have been selected for the current grant year, which include department-wide performance management.
8. **School Health Aides** – No report.
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 as well as some fluoride applications.
10. **Communicable Disease** – Claire Holzschuh continues to manage social media messaging regarding communicable disease.
11. **Lead Prevention** – Todd Drew reported that lead orders originally issued in 2008 have been reissued to the new homeowner. The last of the City’s lead water laterals are being replaced on Tayco Street.
12. **Immunization** – Meghan Pauly reported that VFC clinics have been well attended lately. We are working proactively with the Menasha Joint School District to get some recently enrolled students up to date with school vaccines.
13. **Maternal and Child Health** – No report.
14. **Dental Sealants** – Kristine Hutter reported on behalf of Claire Opsteen. Claire will be scheduling sealants soon.
15. **Overdose Data to Action (MCAAP)** – Kristine Hutter reported that we may have an opportunity later this year to apply for competitive funding from the CDC to continue the overdose data to action program. Unity Recovery Services continues to work on harm reduction.
16. **Bioterrorism/Emergency Preparedness** – Kristine Hutter reported that she, Todd Drew, and Claire Holzschuh attended an ICS/EOC basic overview training organized by the Neenah/Menasha Fire Rescue. Claire Holzschuh reported that she has been meeting with Cassidy Walsh of the City of Appleton Health Department to go through emergency preparedness plans.

17. Senior Center – Kristine Hutter reported that she and Senior Center Manager, Chloe Hansen-Dunn, have been discussing staffing needs for the Center and how to improve operations. The Center’s newsletter, The Chatter, will be published bi-monthly starting January 2023.

18. COVID-19 Projects – Meghan Pauly reported the Covid-19 vaccine clinics continue to be held twice monthly. February clinics will be held in the afternoons. Kristine Hutter reported the LTE staff will continue to do disease investigation for the next couple of months.

E. ACTION ITEMS

1. Volunteer Medical Advisor Policy – Policy reviewed by Board.

Teresa Rudolph moved to approve the Volunteer Medical Advisor Policy, seconded by Candyce Rusin. The motion passed.

2. Volunteer Medical Advisor Procedure – Procedure reviewed by Board. No changes were offered.

F. ADJOURNMENT

Teresa Rudolph moved to adjourn the meeting at 9:03 AM, seconded by Candyce Rusin. The motion passed.

Next Meeting: February 10, 2023 8:00 AM – virtual option
Menasha City Hall
100 Main Street, Suite 100
Menasha, WI