

**CITY OF MENASHA BOARD OF HEALTH**  
**Minutes**  
**June 9, 2023**

**A. CALL TO ORDER**

Meeting called to order by Candyce Rusin at 8:11 AM

**B. ROLL CALL**

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

Staff Present: Todd Drew, Larissa Keller

**C. MINUTES TO APPROVE**

1. BOH Meeting Minutes May 12, 2023

Kristene Stacker moved to approve the May 12, 2023 minutes, seconded by Teresa Rudolph. The motion passed.

**D. REPORT OF DEPT HEADS/STAFF/CONSULTANTS**

**1. Administrative**

a. Health Department

- i. COVID-19 Update – Kristine Hutter shared that the department will no longer be publishing data summaries now that the federal public health emergency declaration has ended. The health department will incorporate COVID-19 activities into regular operations. COVID-19 will no longer appear as a separate monthly agenda item.
- ii. Budget and Contracts Update – The health department continues to work through Covid grant funds. The funds received specifically for Covid-19 immunization have been fully spent down. Our prevention funding is in the pre-negotiation stage for the next grant year. Our United Way funding application for Menasha Healthy Smiles was accepted and approved. Our funding will increase by approximately 3% over 2024 and 2025.

b. Personnel

- i. Dental Assistant Position – The dental assistant hired in spring has resigned. The position will be reposted. Claire Opsteen has reached out to FVTC to see if Menasha schools could be considered clinical sites for dental assistant students to complete their required clinical hours.

c. Academic Affiliation Updates

- i. University of Wisconsin-Oshkosh – Kristine Hutter reported that a request has been submitted for fall 2023.
- ii. University of Wisconsin-Green Bay – Meghan Pauly is hosting a UWGB RN to BSN student for the summer.

2. **Employee Safety** – Todd Drew reported that he has completed a new policy for mowing/slope safety. CVMIC conducted an audit on our employee safety program and found some gaps in the current lockout/tag-out program. CVMIC safety grant funds will be used to overhaul this program. Employee hearing screening was conducted for 62 City employees. Todd completed respiratory fit testing for 31 employees.

3. **Sealer of Weights and Measures** – Todd Drew reported that pricing inspections have been completed for Festival and Piggly Wiggly.
4. **Environmental Health** – Todd Drew reported that he currently working on routine inspections of restaurants. Claire Holzschuh is completing routine inspections of tourist rooming houses. Food and recreational licensing is currently underway for licensing year 2023-2024. Since the last meeting, Todd completed 5 DNR inspections and 3 homes were placarded.
5. **Public Health Department**
  - a. Communicable Disease Report: May 2023 – Kristine Hutter shared the report for May 2023.
6. **Health Screening 60+** – Kristine Hutter reported on behalf of Meghan Pauly. The summer Tai Chi class did not reach minimum participation and has been canceled. Walking Club continues to meet twice weekly.
7. **Prevention** – Prevention grant negotiation will take place next week. Objectives are expected to be focused on performance management and community health assessment. Kristine and Claire Holzschuh have begun collecting data for the 2023 Community Health Assessment.
8. **School Health Aides** – School health aides are fully staffed with the addition of the new aide at Menasha High School. One of the aides recently completed CPR instructor training.
9. **Dental Program** (screening, fluoride varnish, sealants) – The dental program saw 108 students for sealants during the 2022-2023 school year for a total of 454 teeth sealed, exceeding the goal of 100 students. 1205 fluoride treatments were applied during the school year. The dental program was awarded United Way grant funding for 2024 and 2025.
10. **Communicable Disease** – No report.
11. **Lead Prevention** – No report.
12. **Immunization** – Kristine Hutter reported that the Covid-19 vaccine is now being offered once a month the same days as the VFC clinics.
13. **Maternal and Child Health** – Kristine Hutter reported that the UWO Children’s Center will no longer be pursuing their redesignation as breastfeeding friendly at this time. Claire Holzschuh will be mailing letters to local businesses to see if any would like to go through the breastfeeding friendly designation process.
14. **Overdose Data to Action (MCAAP)** – Kristine Hutter reported that the current Overdose Data to Action grant will end on August 31<sup>st</sup>. The state has applied for the next iteration of this grant, but we do not have an update on this award.
15. **Bioterrorism/Emergency Preparedness** – Kristine Hutter reported that Claire Holzschuh has completed the grant deliverables, and she will be reporting the budget numbers to finish out the yearly grant. Kristine, Claire, and Todd attended 3 sessions of emergency operations center training along with other city officials, including members of the Menasha Police Department and Neenah Menasha Fire Rescue.
16. **Senior Center** – Kristine Hutter reported that the Center’s summer operations are underway. Participation rates continue to be tracked through an electronic check in system and are consistently high. Bus trips have been a popular offering and a good source of revenue for the Center.

## E. ACTION ITEMS

None

F. RECOGNITION OF OUTGOING BOARD OF HEALTH MEMBER AND CITY PHYSICIAN

Dr. Teresa Rudolph was recognized for her years of service.

G. ADJOURNMENT

Teresa Rudolph moved to adjourn the meeting at 9:21 AM, seconded by Kristine Hutter. The motion passed.

Next Meeting: August 11, 2023, 8:00 AM – virtual option

Menasha City Hall

100 Main Street, Suite 100

Menasha, WI