

CITY OF MENASHA BOARD OF HEALTH
Minutes
August 11, 2023

A. CALL TO ORDER

Meeting called to order by Candyce Rusin at 8:07 AM

B. ROLL CALL

Present: Kristine Hutter, Candyce Rusin, Kristene Stacker

Staff Present: Todd Drew, Claire Holzschuh, Claire Opsteen, Linda Palmbach

C. MINUTES TO APPROVE

1. BOH Meeting Minutes June 9, 2023

Kristene Stacker moved to approve the June 9, 2023 minutes, seconded by Candyce Rusin. The motion carried.

D. REPORT OF DEPT HEADS/STAFF/CONSULTANTS

1. Administrative

- a. Seal-A-Smile – Kristine Hutter reported that our application for Seal-A-Smile funding for the 2023-2024 school year has been accepted. The award is for up to \$4,945 based on services provided.
- b. Workforce Development Grant Extension – Kristine Hutter reported that the Workforce Development Grant has been extended, now ending June 30, 2024. These funds are expected to be spent down before the end of 2023.
- c. Dental Assistant/Screening Position – Kristine Hutter reported that this position has been posted and Kristine and HR Manager Kimberly Cardoza are completing phone screenings with candidates next week.
- d. UW Fall 2023 Incoming BSN Students – Kristine Hutter shared that there will be nine students starting with the health department in September. PHN Linda Palmbach is coordinating with their instructor. Orientation is scheduled for September 7.
- e. UWGB Summer 2023 Student Final Update – Kristine Hutter reported that Meghan Pauly's UW-GB student had a great semester. She made an interactive bulletin board at the Menasha Senior Center.

2. Employee Safety – Todd Drew reported that regularly scheduled Employee Safety Committee meetings continue. He will be putting together a suspicious package training for front line staff. A storm drill, fire drill, and active threat training have all been completed so far this year. Todd has worked on a personal protective equipment (PPE) assessment on all city positions.

3. Sealer of Weights and Measures – Todd Drew reported that he is focused on completing gas pump testing.

4. Environmental Health – Todd Drew reported that in the last month, he has responded to two calls of a sick racoon, one complex dog bite situation, six housing complaints, and five DNR inspections. In July, Todd investigated an outbreak of norovirus linked to one of our restaurants. All five people in one party had become ill.

5. Public Health Department

- a. Communicable Disease Report: June, July 2023 – Kristine Hutter shared the report for June and July 2023.
- 6. Health Screening 60+** – Kristine Hutter reported on behalf of Meghan Pauly. In the month of July, Meghan provided 72 services to 52 people. Services included wellness room and blood pressures, Walking Club, and Lunch & Learn. Walking Club will continue through October on Fridays only. Participants will meet at different trails in Menasha.
- 7. Prevention** – Kristine and Claire Holzschuh have begun collecting data for the 2023 Community Health Assessment. Claire Holzschuh reported that she has made updates to the performance management spreadsheet for 2024.
- 8. School Health Aides** – School health aides in-service for the 2023-2024 school year will take place later this month.
- 9. Dental Program** (screening, fluoride varnish, sealants) – Claire Opsteen reported that she has been working on scheduling screenings at the MJSD schools for the fall. Claire will be attending the WI Seal-A-Smile annual meeting in early September.
- 10. Communicable Disease** – Kristine Hutter reported that the 2022-2023 contract has ended and reporting has been completed. We are still waiting for the 2023-2024 contract but are continuing activities in the meantime, as the contract is expected.
- 11. Lead Prevention** – Todd Drew reported that the Lead Risk Assessor training he must attend every two years will no longer be provided by WI DHS. It will be provided by a private company and there will now be a cost associated with it.
- 12. Immunization** – Kristine Hutter reported on behalf of Meghan Pauly. PHNs are continuing to hold monthly VFC clinics. The August clinic was well attended. We are catching a lot of kids up on their childhood vaccines. Flu vaccines will be arriving on August 15th.
- 13. Maternal and Child Health** – Claire Holzschuh reported that she sent a letter to the Festival grocery store located in Menasha inquiring about their interest in becoming designated as a breastfeeding friendly workplace. The newborn birth packet has been revamped with the assistance of Claire, PHNs, and UWO nursing students.
- 14. Overdose Data to Action (MCAAP)** – Kristine Hutter reported that this is the final year of our OD2A grant funding supporting MCAAP. The year ends August 31st.
- 15. Bioterrorism/Emergency Preparedness** – Claire Holzschuh reported that the public influenza vaccine clinic will be held on Thursday, October 12th from 2-6pm. For the PHEP program/grant, Budget Period 4 has concluded, and we started Budget Period 5 on July 1. Claire has submitted the self-directed objective for approval by the State.
- 16. Senior Center** – No report.

E. ACTION ITEMS

1. Mutual Assistance Agreement for Environmental Services Between the City of De Pere and the City of Menasha

Kristene Stacker moved to approve the Mutual Assistance Agreement, seconded by Candyce Rusin. The motion carried.

2. Memorandum of Agreement for Cooperative Use of Equipment

Candyce Rusin moved to approve the Memorandum of Agreement, seconded by Kristene Stacker. The motion carried.

F. ADJOURNMENT

Kristene Stacker moved to adjourn the meeting at 8:50 AM, seconded by Candyce Rusin. The motion carried.

Next Meeting: Friday, September 8, virtual option

Menasha City Hall

100 Main Street, Suite 100

Menasha, WI