

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  
316 Racine Street, Menasha  
November 9, 2016 8:00 AM  
Board of Health Meeting  
AGENDA**

- A. CALL TO ORDER
- B. ROLL CALL/EXCUSED ABSENCES
- C. MINUTES TO APPROVE
  - 1. [BOH Meeting Minutes October 12, 2016](#)
- D. REPORT OF DEPT HEADS/STAFF/CONSULTANTS
  - 1. Administrative
    - a. Health Department Budget and Contracts
      - i. Contract Updates
        - a. Consolidated Contracts DHS
        - b. Other contracts
      - ii. Update on 2016 Projected Budget and 2017 Proposed Budget
      - iii. Update on relocation of the Health Department to 100 Main Street
    - b. Communications
      - i. Community Health Assessment
      - ii. Poverty Outcomes and Improvement Network Teams (POINT)
    - c. Personnel
      - i. Public Health Nurse
    - d. Academic Affiliation Update
      - i. University of Wisconsin Oshkosh
      - ii. Fox Valley Technical College
  - 2. Employee Safety
  - 3. Sealer of Weights and Measures
  - 4. Environmental Health
    - a. Site visit
    - b. Case review
  - 5. Public Health Department
    - a. Communicable Disease Report
      - i. [October 2016](#)
      - ii. January-October 2016
    - b. Elizabethkingia Infection – WI DHS
    - c. Zika Virus Update – WI DHS and CDC
    - d. School Health
      - i. Absences
  - 6. Health Screening 60+
  - 7. Prevention
  - 8. Radon
  - 9. School Health Aides
  - 10. Dental Program (screening, fluoride varnish, Children and Youth with Special Healthcare Needs)

"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 967-3520 at least 24-hours in advance of the meeting for the City to arrange special accommodations."

Board of Health Members: Lori Asmus, Dianne Hotynski, Nancy McKenney, Dr. Theresa Rudolf, Candyce Rusin,

11. Lead Prevention
12. Immunization
13. Maternal and Child Health
14. Dental Sealants
15. Emergency Preparedness
  - a. Influenza Vaccine Clinic
16. Twenty Four/Seven
17. Senior Center

E. ACTION ITEMS

1. Policy Review, Discussion, Approval
  - a. Policy Review and Action
  - b. Procedure Review

F. HELD OVER BUSINESS

G. ADJOURNMENT - Next Meeting: Wednesday 14, 2016

**CITY OF MENASHA BOARD OF HEALTH**

**Minutes**

**October 12th, 2016**

A. Meeting called to order at 8:05 AM by Candyce Rusin, Chairman.

B. Roll Call: Present: Candyce Rusin, Nancy McKenney, Kristene Stacker, Dr. Teresa Rudolf  
Staff: Mary Fritz, Kortney Dahm, Loretta Kjemhus, Claire Opsteen, Todd Drew

C. MINUTES TO APPROVE

Kristene Stacker moved to approve September 14, 2016 minutes, seconded by Dr. Teresa Rudolf.  
Motion passed.

D. REPORT OF DEPT HEADS/STAFF/CONSULTANTS

**Administrative:** Nancy McKenney reviewed the Menasha Health Department Budget and Contracts.

Nancy McKenney noted there will be a 4% decrease in the Emergency Preparedness grant.

**Communications:** Nancy McKenney discussed co-locating with the Menasha Joint School District. She will report to the Board of Health on Common Council actions.

**Personnel:** Nancy McKenney reported that there were 21 applications received for the part-time nurse position.

**Academic Affiliations:** Nancy McKenney reviewed the academic affiliation agreement with Fox Valley Technical College.

**Employee Safety Program:** Todd Drew conducted monthly safety meetings, conducted a follow-up with CVMIC related to the Public Works Facilities (PWF) Safety walk through, identified deficiencies which were immediately addressed by Thad Brown new PWF superintendent. Todd Drew investigated three injuries, advised on safe asbestos removal at the Memorial Building, and worked with PWF to purchase safety equipment using CVMIC 50% match grant funds.

**Sealer of Weights and Measures:** Todd Drew inspected gas pumps in the City for evidence of credit card skimmers as cited in the news. (No skimmers found were found in Menasha). Todd Drew attended annual Wisconsin Weights and Measures Association conference in Stevens Point.

**Environmental Health Programs:** Todd Drew supervised asbestos abatement and demolition of the industrial building located at 867 Valley Road. Todd Drew is working with Community Development on assessment of Phase I audit of the RR Donnelly site on Ahnaip Street. Todd Drew attended the Region 5 Food and Drug Administration Conference in Milwaukee, working on a grant application for the Food and Drug Administration National Voluntary Retail Program Standards self-assessment. He noted that the 2016-2017 DNR Asbestos enforcement contract was received in October. Todd Drew conducted a water sample on Appleton Street and found 31.7 ppm lead (safe water standard is 15). Residents were notified, advised to filter water. Todd Drew was contacted by Oshkosh Corporation to assist in an issue with high copper in water (toxic potential). Food program audit and standardization conducted in late September by WDATCP. No report available at this time. Todd Drew reported he is working with a woman who had a hair test done for heavy metals.

**Communicable Disease Reports:** The Board reviewed monthly and year-to-date Communicable Disease reports. Nancy McKenney is updating the Board on the Elizabethkingia Infection and Zika virus via e-mail as received by the Wisconsin Division of Public Health.

**School Health:** School Absences is low.

**Health Screening 60+ Program:** Nancy McKenney reported that the Visiting Nurses Association (VNA) provides foot care at the Senior Center. She has analyzed the cost of training a public health nurse to do foot care, and the time it would take to recover training and delivery-related expenses. At the rate the Health Department charged it would take several years to recover training and delivery costs. There was agreement that Health Department promote the VNA foot care services in lieu of offering the service. Perhaps a voucher could be explored for those who find it cost prohibitive. She is also consulting with the Committee on Aging.

**Prevention Program:** No Report

**Radon:** Claire Opsteen will be managing the Radon Program grant for the remainder of 2016. The Wisconsin Department of Health Services Radon grant is not available in 2017.

**School Health Aides:** No report

**Dental Program:** Loretta Kjemhus reported all hearing screenings are complete. Dental screening is complete except for grade 10 students which are scheduled for 1/17/2016. Dental decay results for 2015 - 10% and 2016 - 10.5%. Follow-up dental screening will take place in November & December. Last fluoride varnish scheduled for 1<sup>st</sup> 3 weeks in November. University of Wisconsin Oshkosh nursing students will assist in fluoride application. Lion's club is in the process of doing vision screenings.

**Dental Sealant Program:** Claire Opsteen, dental hygienist is preparing for the sealant program. Consent forms were sent at the beginning of the school year. Participation in the program (positive consents) has increased for the 2016-2017 school year.

**Lead Prevention Program:**

**Maternal and Child Health:** Claire Opsteen will be attending a conference on November 9 & 10, 2016.

**Immunization:** Kortney Dahm, Liz Rosin, Linda Palmbach administered flu vaccines for Faith Technology and Gunderson employees.

**Emergency Preparedness:** Loretta Kjemhus updated on the Mass Flu Clinic that will be held on 10/28/2016 at Butte des Morts Elementary School. Loretta Kjemhus requested more hours be allocated to the City of Menasha Health Department Bioterrorism Program position. Nancy McKenney stated that she appreciates Loretta Kjemhus' work, and noted that the Health Department is limited by the amount of funds received by the Wisconsin Division of Public Health. She noted that Menasha Health Department also contracts for emergency preparedness consultant services (Northeast Wisconsin Public Health Emergency Preparedness Coalition – Green Lake, Appleton, Menasha, Waushara, and Marquette Health Departments). Kristene Stacker noted that she would be interested in working together and Loretta Kjemhus offered to send her coalition contact information. We will evaluate this in January of 2017.

**Twenty Four/Seven:** No Report

**Senior Center:** No Report

**Policy and Procedure Review:** Nancy McKenney distributed Seal-A-Smile policies to the Board of Health for review. Motion to approve was made by Kristene Stacker, second by Dr. Teresa Rudolf.

E. HELD OVER BUSINESS: None

F. ADJOURNMENT: Kristene Stacker moved to adjourn the meeting, seconded by Dr. Teresa Rudolf. Motion passed. Candyce Rusin adjourned the meeting at 9:30 am. The next meeting will be on November 9th, 2016 at 8:00 a.m.

# Cumulative Report

Date Type: Create

Date Range: 10/01/2016 to 10/31/2016

Incident Jurisdiction:

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

<u>Disease Name</u>	<u>Number of Incidents</u>
CHLAMYDIA TRACHOMATIS INFECTION	7
HEPATITIS C, CHRONIC	3
LYME LABORATORY REPORT	3
PERTUSSIS (WHOOPIING COUGH)	1
VARICELLA (CHICKENPOX)	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).