



# City of West Allis

## Meeting Minutes

### Board of Health (INACTIVE)

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Thursday, December 7, 2023

5:00 PM

Health Department  
7120 W. National Ave.

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#### REGULAR MEETING

#### A. CALL TO ORDER

*Meeting called to order by Alderperson Reinke at 5:04pm*

#### B. ROLL CALL

**Present** 7 - Ray Turner, Rosalie L. Reinke, Linda Grulke, Barbara Janusiak, Jane Edgar, Mark Roberts, Jessica Katzenmeyer

**Excused** 1 - Holly Schmidtke

*Others Present: Bob Leischow, Ashley Palen, Melissa Feldmeyer, Becca Marszalkowski*

#### C. APPROVAL OF MINUTES

[23-0732](#) Minutes (draft) of the meeting of October 26, 2023

**Attachments:** [BOH Meeting Minutes \(draft\) 10.26.23](#)

**Motion to approve by Ms. Katzenmeyer, seconded by Alderperson Turner.  
Minutes approved.**

**This matter was Approved.**

#### D. MATTERS FOR DISCUSSION/ACTION

[23-0733](#) Quality Improvement/Performance Management Plan

*Ms. Marszalkowski provided an overview of the assessment and results of a survey given to staff to measure core competencies as well as the final draft of the QIPM Plan (Quality Improvement/Performance Management) for board acknowledgement.*

**Motion by Dr. Roberts to place on file, seconded by Ms. Janusiak. Motion carried.**

**This matter was Approved.**

[23-0737](#) Workforce Development Plan

*Mr. Leischow shared an overview of the updates made to the Workforce Development Plan since the last draft was presented to the board. This included: FPHS assessment results, succession planning, department and division goals, workforce development professional development plans, DEIB assessment and preparedness.*

**Motion by Ms. Janusiak to approve the Workforce Development Plans, seconded by Ms. Katzenmeyer. Motion carried.**

**This matter was Approved.**

[23-0734](#) Senior Center Updates

*Ms. Palen provided an update on the membership model changes which will be taking place effective January 1st, 2024.*

*The Senior Center recently held a volunteer recognition event and will host its annual member holiday party on Friday December 8th.*

*Center member continue to knit for the "Gifts for Warmth" program. Hats and mittens can be accessed free of charge at the West Allis Health Department Clinic throughout the winter.*

*Cookies and fudge are still available for sale through the Senior Center as part of the year end fundraiser. Contact the Senior Center for more details.*

**This matter was Discussed.**

[23-0735](#)

#### Health Department Updates

*Mr. Lesichow shared personnel update:*

- Still searching for Administrative Support Specialist- down to 2 candidates.*
- An offer has been extended and accepted by an Environmentalist candidate.*
- Cheryl Davies, WIC Director, will be retiring February 1st, 2024.*

*Official 140 Review information has been made official- the West Allis Health Department will remain a Level 3 Health Department.*

*Staff has been working with Rogers Memorial to provide Narcan training.*

*The Public Health Vending Machine should be installed within the next month. It will contain items like Narcan, fentanyl test strips and covid tests.*

**This matter was Discussed.**

#### **E. NEXT MEETING**

*Thursday January 25, 2024 at 5:00pm.*

#### **J. ADJOURNMENT**

**Motion by Alderperson Turner to adjourn, seconded by Ms. Grulke. Motion approved. Meeting was adjourned at 6:15pm.**

**This matter was Approved.**



All meetings of the Board of Health (INACTIVE) are public meetings. In order for the general public to make comments at the committee meetings, the individual(s) must be scheduled (as an appearance) with the chair of the committee or the appropriate staff contact; otherwise, the meeting of the committee is a working session for the committee itself, and discussion by those in attendance is limited to committee members, the mayor, other alderpersons, staff and others that may be a party to the matter being discussed.

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Upon reasonable notice the City will furnish appropriate auxiliary aids and services when necessary to afford individuals with disabilities an equal opportunity to participate in and to enjoy the benefits of a service, program or activity provided by the City.

#### **LIMITED ENGLISH PROFICIENCY STATEMENT**

It is the policy of the City of West Allis to provide language access services to populations of persons with Limited English Proficiency (LEP) who are eligible to be served or likely to be directly affected by our programs. Such services will be focused on providing meaningful access to our programs, services and/or benefits.