

**Board of Health Meeting Minutes
May 20, 2008**

Board Members & Liaisons Present:

Constance Young, Chairperson
Ernest Judson, Vice Chairperson
Robert Toronto
Howard Fink
Deborah Woods
Ray Vitali, Board of Alderman Liaison

Board Members & Liaisons not present:

Joseph Reingold, Secretary
Mitchell Quintner
David Amendola, Board of Education Liaison
Nick Veccharelli, Board of Alderman Liaison

Health Department Staff Present

A. Dennis McBride, MD, MPH, Health Director
Joan Cagginello, Nurse Administrator
Laura Miller, Chief of Environmental Health
Deepa Joseph, Community Health Coordinator
Tara Mustakos, Local Public Health Preparedness Coordinator
Diana Yassanye, Cities Readiness Initiative Coordinator
Beverly Hayes, Administrative Asst.

Others Present: None

C. Young called the meeting to order at 6:40 p.m.

Approval of Minutes – March 18, 2008

The minutes of the March 18, 2008 meeting were unanimously approved on a motion by, E. Judson seconded by B. Toronto.

New Business: None

Nursing Division Report – Presented by Joan Cagginello

School-Based Health Center

An information session and visit to the Stratford School Based Health Center (Haven Health Center) was held on May 6, 2008. The session was requested by United Way board and was attended by a few board members and also representatives of the Milford Board of Education. Those in attendance were able to gain insight into the SBHC concept and also to ask questions of the Milford Health Department staff as well as the Haven Health Center coordinator.

School Health Services

The school nurses have been active in their schools, the district and state venues. The nurses have offered several health education programs including *Open Airways* for asthmatic students, “*Fruit on Friday*” & “*Very Vital Veggie*” programs for nutrition education, they have coordinated Diabetes Walks, wellness programs and health fairs in their school buildings. Kathy Scarinzi, the school nurse at Foran High School and I presented a program on Self-Injury in School Age Youth at the Critical Issues in School Health conference on May 15th. Three nurses from Milford attended the New England School Nurse Conference in Newport, RI in early May and benefited from the varied professional nursing presentations and networking with other school nurses from the New England states.

School Nursing Staff

Marsha Schultz has been appointed the Lead Nurse for the 2008-09 school year. This is the third consecutive year that Marsha has held this position and it is a tribute to her ability. Marsha has demonstrated leadership and is viewed as a mentor and resource to the nursing staff.

The school nursing staff has continued to experience challenges in staffing throughout this school year. We have one vacant position at this time and plan to cover the vacancy with substitute nurses through the end of the school year. Our substitute nurses pool has been extremely limited this year and has resulted in the temporary reassignment of our fulltime nurses. We have been informed of one upcoming retirement in August 2008; Nathalie Manniel currently assigned to Loralton Hall will retire, leaving one additional position vacant. We plan to advertise and fill both positions in time for the beginning of the 2008-09 school year.

Comments:

- C. Young inquired if an official group has been formed to coordinate the School Based Health Center in Milford. D. McBride responded no, he is relying on the Superintendent of Schools for the next step.

Community Health Division Report—Presented by Deepa Joseph

Disease Surveillance

There were 85 cases of disease reported for the months of March and April with influenza being the most reported disease. There were 101 cases of laboratory-confirmed influenza reported for the 2007-2008 influenza season.

National Association of County & City Health Officials (NACCHO): Accreditation Project

Funds were requested from NACCHO to support the Milford Health Department’s efforts to assess the degree to which it has the capacity to perform the functions of NACCHO’s Operational Definition of a Local Health Department. NACCHO approved this request and has provided the Milford Health Department with a grant in the amount of \$15,000. Through this project, a NACCHO-identified Quality Improvement specialist will work with the Department to determine its capacity to move forward with the accreditation process in the future. Specifically, staff members will complete a self-assessment tool correlated with the 10 Essential Services of Public Health. Based on the results of the self-assessment, one area will be selected for focused

quality improvement efforts. In addition, a plan will be developed to enhance our capacity to be accredited in the future.

Putting on AIRS Asthma Program

Our part-time Program Coordinator, Betty Murphy, has continued meeting with local pediatric providers in the region to educate them about the program and encourage appropriate referrals. Our relationship with pediatric providers in our region continues to be strengthened, as Betty has been able to convey the value of this program to providers by working so closely with them. We have received 14 referrals into the program in the past 3 months. To that end, we have been able to form a new partnership with the Hospital of St. Raphael. The Pediatric residents at St. Raphael's will be required to go through a Community Rotation beginning this July. As part of this program, residents will spend one day with the Putting on AIRS program learning about the value of working with public health officials to manage asthma within the community.

Parent Leadership Training Institute (PLTI)

Graduation for the PLTI Class of 2008 will be held on June 16, 2008 at 6:00pm at City Hall. We have 19 graduates this year, who are currently in their 17th week of class. Participants are working on completing their Community Project reports and have done a wonderful job with projects thus far.

The Milford Health Department was also notified that our grant application was accepted. We will receive a grant from the State of CT Children's Trust Fund in the amount of \$17,600 to continue the program for a second year. The program currently has a waiting list of 7 individuals who will be enrolled in the next class.

Comments:

- E. Judson inquired if there is still the walking school bus and the pedometers program. D. Joseph responded that the two programs have been combined and the pedometers are being used as an incentive.
- R. Vitali stated that the walks for Folks on Spokes & Foot are combining efforts for fundraising and some of the funds can be designated for a specific cause for each group, however he would have to get more information.

Emergency Preparedness Report – Presented by Tara Mustakos

Regional/CRI Emergency Preparedness Report – Presented by Tara Mustakos

Regional Preparedness Grant

The next meeting for the Hospital/Public Health exercise including MidState Medical Center, in Meriden and Milford Hospital is scheduled for May 21st. The exercise will incorporate the hospitals' catchment area health department/districts, police, fire and emergency services for all jurisdictions. The exercise planning team has developed a scenario for the tabletop which will be released to "Players" prior to exercise day on June 4th. Carl Osaki, a nationally known exercise planner, will be facilitating this table top exercise. The goal of this tabletop exercise is to evaluate policy within local community emergency preparedness plans.

The last all-inclusive ESF 8 meeting was April 29th in Wallingford. The meeting provided an overview of regional planning progress, CRI update and an opportunity for workgroups to meet. The next all-inclusive quarterly meeting of public health and medical planning partners (ESF 8) is planned for July 29th in Madison.

Cities Readiness Initiative

An informational meeting for the CRI/United States Postal Service was conducted March 28th. Local health departments will next need to work with the local police departments to identify security issues associated with this method of dispensing. A large part of implementing the USPS system is undertaking security for each mail carrier dispensing medications. Further meetings with state and local partners will be up in coming.

A regional meeting of New England states acting under a CRI grant was held April 14th in Northampton, MA. Representatives for Maine, New Hampshire, Vermont, Massachusetts, Rhode Island, Connecticut, New York State and New York City were all present to discuss issues related to the CRI grant including best practices, current challenges and successes. Similar topics were of concern across state lines to include the specifications for institutions to act as a “closed” POD, implementing alternative methods such as the USPS dispensing method and disseminating public information or raising awareness of POD locations.

Local Emergency Preparedness/Volunteer Activity Report

Volunteer Programs: Milford Coalition for Community Preparedness & Community Emergency Response Team (CERT) & the Medical Reserve Corps (MRC)

April 1st was an all volunteer meeting at Foran High School. Lucian Teranova and Carolyn Carlson, of Milford Red Cross, spoke to volunteers about emergency shelters, the role the Red Cross will have and how MRC volunteers can assistance in opening and running a shelter. Volunteers were given an overview of the MRC and responsibilities associated within the federal status.

Sixteen of the approximately 260 volunteers attended the meeting. Volunteers were notified of the meeting through email and the volunteer newsletter. New methods of hosting meetings/trainings will be approached in efforts to raise attendance at training/meeting sessions.

The all-volunteer call down drill was conducted on May 6 & 7th by 5 MRC volunteers at the health department.

Ninety volunteers could be reached and an additional 52 volunteers returned the voicemail message.

The next volunteer meeting is scheduled for May 22nd at Jonathan Law. The volunteers were notified of this meeting through the newsletter, announcements were made during the call down drill and information is posted on the City of Milford website meeting calendar.

T. Mustakos attended the Nation Medical Reserve Corps conference in Portland, OR. The conference offered new information and ideas to recruit, retain, train and engage MRC volunteers.

The Milford Health Department Extreme Heat Response Plan is still in developmental stages. A meeting with city partners is planned for May 22nd to further discuss the implementation of this document.

Comments:

- C. Young commented in regards to the mass dispensing by the USPS, it is not just the security but also hysteria that police could be confronting. T. Mustakos added that the scenario seems to work best in larger cities. E. Judson suggested that perhaps another group besides police, like security volunteers or retired police could be utilized. B. Toronto suggested that T. Mustakos contact the 55-60 retired members of the police force to help. D. McBride responded this is a federal issue and has much to do with USPS unions and we don't have much hope of implementing this USPS plan.
- D. McBride stated that T. Mustakos has been working on both the regional and local planning with the assistance of the part time regional staff, Philip Maloney, Bill Richards and Richard Fontana, preparing for a tabletop exercise with Carl Osaki as the facilitator. She will return to devoting her time to the local effort now that Diana is back to work on the Regional planning. T. Mustakos did a good job representing Milford MRC at the conference with a poster presentation

Environmental Health Report – presented by Laura Miller, Chief of Environmental Health

Concession Stand Training

On Wednesday April 9, and Thursday April 17, 2008 the Environmental Division conducted safe food handling seminars for concession stand volunteers. There are eight concession stands in Milford that serve food to the public during sporting events. Organizations utilizing each stand must obtain a license, have their menu approved by this office and have at least two people attend a Health Department training seminar. Training topics include personal hygiene, proper food temperatures, food protection and general sanitization. This year 26 volunteers attended the training and received a Milford Health Department badge.

Oyster Festival

The 2008 Milford Oyster Festival will be held on Friday night, August 15 as well as all day on Saturday, August 16. Friday Night at the Festival is expanded and will include more food vendors than last year. Friday night festivities will be held at the Lisman Landing parking lot where food vendors will set-up. The Environmental Division plans to hold two food handling training sessions for the food volunteers. Training topics will focus on unsafe food handling practices that were identified during food booth inspections conducted in 2007 last year, in addition to basic food protection concepts.

Lodging

There are a total of 20 motels/inns/suites, etc. in Milford that are inspected by the Environmental Division. Applications for annual licenses have been mailed out to all establishments and we are in the process of inspecting and issuing the 2008 licenses.

Public Pool Inspections

There are a total of 25 public pools in Milford located at condominium complexes, schools, motels and camps. Once a year we send out registration forms to get up to date information about the operators and phone numbers of the persons responsible for maintaining the pool in compliance with the Public Health Code. Our registration form has been sent out and we are in the process of receiving the updated information and conducting inspections.

Mosquito Control

At the end of April, All Habitat Services started inspecting, monitoring and treating spring pools and flood areas, some of the primary mosquito breeding areas, for activity. The primary focus of the mosquito management program is on preventive efforts through mosquito breeding site reduction, especially in densely populated areas, and education about personal protection. The CT Agricultural Experiment Station will start mosquito monitoring, trapping and testing for early detection of Eastern Equine Encephalitis and West Nile Virus in early June.

Comments:

- E. Judson asked what a sanitarian would inspect for a lodging permit. L. Miller responded Sanitarians check for overall cleanliness & sanitation of rooms. They check that the linens are cleaned and disinfected as well as laundering facilities. They check for disinfection of bathroom facilities along with air quality issues, for example mold. They also look for deterioration of furniture and bath facilities, and check for no smoking signs and working smoke detectors. They check to make sure there is no cooking in rooms. They look for cross connections on ice machines, and more recently the inspection accompanies a handout on Bed Bugs. If there is a pool or food service we check those too. We also check the overall lodging grounds
- R. Vitali inquired if pool inspections were planned or surprise visits. L. Miller responded that they are planned upon opening of pool and then surprise through the summer season. We check for safety equipment like ring buoys and shepard crooks, signage for safety and pool rules, working phone on premise for emergencies, first aid kit, pool records and making sure they are up to date. They make sure there is a pool test kit for testing of disinfection of the pool and check pool maintenance of deck and proper fencing around area. The pool equipment is also checked, for backwashing and cross connections. Bathhouses are checked for cleanliness and sanitation. We test pool water for chlorine and Ph as well as clarity. We check for ladders to make sure secure and make sure pool depth markers are clearly visible.
- D. McBride inquired as to whether the Oyster Festival Committee is considering our healthy foods initiative. D. Joseph responded that we are encouraging healthier food options during the Festival. Last year there were some issues as to placement of the Farmer's Market, so many residents did not take advantage of it. She explained that Lisman's Landing is out of sight of the rest of the events. L. Miller added that the only

extra space is for Friday night and the vendors for the market cannot get there for the Friday night due to markets occurring elsewhere within the State.

Director's Report – Presented by A. Dennis McBride, MD, MPH

- D. McBride asked that D. Yassanye to speak about CRI trip coming up in June. D. Yassanye stated that members of staff and members of our region of the CRI grant would be traveling to Kansas City, Missouri, in June, to witness collaboration in local preparedness from the 17 counties across state lines (Missouri & Kansas) which share one pot of CRI money. This region has been highlighted by the CDC as a CRI “best practices” city. They developed a “Closed POD” model, in which large corporations dispense chemoprophylaxis to their employees and families, thus relieving the strain on the local POD’s. They will share by setting up 2 days of meetings of sub-committees to go over their information. It should give momentum to other health districts in the Region.
- D. McBride stated that he traveled last week to several destinations in regards to Climate Change. First he went to San Diego for NACCHO where he is Chair of Global Climate Change regarding environmental health issues such as food and mosquitoes. Then he traveled to Albuquerque, New Mexico and spoke at a conference for ICLEI, a global group of local jurisdictions around the issues of the environment, climate change and sustainability. He was invited by a contact from the University of Michigan who contacted him regarding a report that he co-authored with NACCHO “Are We Ready?” Last, he traveled to New Orleans, where he was invited to speak for an Environmental Justice group to talk about Climate Change and Public Health. He toured the damage from Katrina and the famous Ward 9.
- D. McBride stated that the Board of Education is having a roundtable discussion about substance abuse. Joan and the nurses from the high school would be attending in addition to D. McBride.
- D. McBride added that the community block grant, which funds housing code enforcement, has been cut which impacts CRIDE. He will be attending the meeting to defend those funds from the grant.
- E. Judson asked D. McBride about the generator for the Health Department, which costs approximately \$60,000. D. McBride responded there is no funding for the generator through DEMHS.

Adjournment:

E. Judson motioned to adjourn the meeting seconded by B. Toronto and approved unanimously.

The meeting adjourned at 8:40 pm.

Respectfully submitted,

Beverly Hayes, BS
Recorder

