

Board of Health Meeting Minutes
June 21, 2016

Board Members & Liaisons Present:

Constance Young, EdD, RN, Chairperson
Joan M. Costello, BSN, RN, Vice Chairperson
Atty. Christine M. Gonillo, Secretary
Joan Cagginello, MS, RN
Ernest Judson
Holly Mulrenan, BSN, RN, MS
Thomas Jagodzinski, Board of Education Liaison

Board Members & Liaisons not present:

Mitchell Quintner, DMD
Ellen Beatty, Board of Alderman Liaison
Ray Vitali, Board of Alderman Liaison

Others Present:

Katheryn Kerley, Simmons College student

Health Department Staff Present:

Deepa Joseph, MPH, Director of Health
Marianne Klinga, Recording Secretary

C.Young called the meeting to order at 6:00 p.m.

Approval of Minutes – April 19, 2016

The minutes of the meeting held on April 19, 2016 were approved unanimously on a motion by E. Judson and seconded by J. Costello.

Public Session: *None*

Environmental Division Report – Laura M. Miller, REHS/RS

Beach Monitoring

May 31, 2016 kicked off the start of the beach-monitoring season. Every week between Memorial Day and Labor Day, Sanitarians collect water samples and conduct sanitary surveys at 16 different locations along the Milford coastline. Water samples are sent to the Connecticut State Lab for analyzing. When collecting sea water samples, Sanitarian's also inspect the tide line to identify potential hazards such as medical waste and/or syringes. If there is something suspicious, the Police Department is promptly notified.

Anti-blight activities

As of the week ending June 17, 2016 the Health Department received 394 general complaints from Milford residents. Of those 394 complaints, 64 were complaints of blight for the 2015/2016 fiscal year thus far. Over time each complaint is in various stages of the process, some properties do not

meet the criteria set up in the anti-blight ordinance and are being investigated under the Housing or General Public Health codes. Others are in compliance and show no cause for enforcement action, while others are still in progress or under investigation. Properties that fail to comply with the orders defined in the issued Notice of Violation are referred to the City Attorney's office for enforcement action. The owners of these properties may be fined \$100 for each day the violation(s) continue to exist after the compliance date specified in the notice of violation.

Temporary Food Service Events

A Temporary Food Establishment means a food service establishment that operates at a fixed location for a period of not more than 14 consecutive days in conjunction with a single event or celebration. All temporary food establishment operators must obtain a permit from MHD prior to any food service. During the spring, summer and fall months there are temporary food service events every week in Milford. Since the start of spring we permitted 80 temporary food establishments in Milford. This is the second year for Peace, Love and Music from Maren and the Milford Food Truck Festival and they have turned out to be the biggest events of the spring.

Comments:

- *Discussion ensued about temporary events, the permitting process, and fees. In response to a question about fees, D. Joseph noted that Milford's fees are on the lower end in comparison to other local municipalities. Further discussion ensued about the time involved in reviewing applications and performing inspections at events, as well as the impact on the Overtime budget as the number of temporary events requiring inspections in Milford increases.*
- *J. Costello inquired about cases of hoarding. D. Joseph explained that hoarding falls under Troubled Housing, which is a multidisciplinary process that can involve multiple city departments and other agencies. The CRIDE group (Collaborative for Residential Integrity of the Disabled & Elderly) continues to meet regularly to discuss these cases and strategies. The MHD receives referrals of hoarding cases from partner agencies within the city, as well as local social service agencies that may have interactions with such properties.*

Nursing Division Report – Joan Campbell, RN, BSN

School Health Services

The school nurses completed their school year on June 14, 2016. They had a very productive year. They recently completed *The Connecticut State Department of Education Health Services Survey*. The Milford Health Department has participated in the statewide School Health Services Survey for the past several years. This data collection process is designed to assist the CT State Department of Education to understand the status of school health services in Connecticut school districts, the needs of school districts and students in the area of school health services, and progress being made in these areas over time. The survey addresses several areas in school health services such as student health care needs, concussion data, health care procedures performed, screenings and referrals, staffing and health coordination. The data will be summarized and submitted to the CSDE by the Director of Nursing.

In addition, the school nurses were actively involved with end of the school year activities in their schools during the months of May and June. Field trips were planned for many students which

required the school nurse to provide medication training along with preparing the necessary medications and first aid equipment to accompany the students and teachers.

School nurses also conducted the transferring of health records to new school levels. This is an end of year activity that requires preparation of records and a discussion with the receiving school nurse to exchange important medical information as the students move from the elementary grades to middle school and on to high school.

Preparation for the care of students attending the summer school programs is also underway. Camp Happiness will be held at Foran High School from 7/5 – 8/5. The 12 month public health nurse, Yan Wang, will provide school health services for the program. In addition, the Milford Public Schools will be holding several summer school programs at Foran High School this summer. There will be a public health nurse working at Foran from 6/27 – 7/29. Orange Avenue and East Shore have extended school year programs as well from 7/5 – 8/5. In addition, JFK will have summer school for students from 7/11 – 8/4. Public health nurses will be working at each of the schools to provide school health services.

Staffing Updates

The health department is excited to welcome on board Jessica Kalakay, our new dental hygienist. Jessica comes to us with many years of experience working with children including those with special needs. Jessica began her employment on May 23rd.

There were several applicants for the Public Health Nurse vacancy. Interviews were conducted on June 17, 2016 by a panel of three current or former school nurse supervisors along with an elementary school principal. In addition to this vacancy, one of our middle school nurses, Jan Casey, will be retiring in September. The top four interview candidates for the two positions will be referred in the near future to the Director of Health and Director of Nursing for the second round of interviews.

Comments:

- *Discussion ensued about processes in school nursing, the potential for standardization in charting, and documentation requirements.*

Emergency Preparedness Report - Tara Mustakos Wassmer, REHS/RS, CHES

Regional Initiatives

On April 7th, Milford Health Department (MHD) representatives participated in a mock receiving and labeling assembly in Wallingford to individually labeled “medication” bottles for the statewide drill. Hundreds of mint, orange and tutti frutti flavored Tic-Tacs were labeled with a SAMPLE prescription label. MHD representatives participated in the statewide full scale exercise (FSE) last month, April 11-14th, along with regional and state planning partners. The exercise scenario was response to an infectious disease and the purpose was to test Mass Dispensing Areas (MDAs) plans for medication distribution. The State of CT Department of Public Health Office of Public Health Preparedness & Response distributed 22,000 courses of medications (Tic-Tacs!). Milford received 1,440 courses and will plan to conduct a FSE later this calendar year. MHD staff participated in Wallingford and New Haven to test regional mutual aid and interoperability of personnel in a Point of Dispensing (POD) training event.

A draft plan is under revision for the Region 2 Family Assistance Center (FAC). Region 1 (Fairfield County) developed the initial draft and now Regions 2 (New Haven County) & 5 (Litchfield County) are working to adopt the plan with revisions as needed in an effort to keep uniformity with this plan statewide. MHD representatives met with Region 2 & 5 staff to review and finalize a draft plan to bring to Emergency Management leadership. Local planners are working with mental health professionals, emergency responders and Department of Emergency Services and Public Protection staff. A FAC would be set up in the event of a mass fatality or causality incident.

Local Preparedness Initiatives

Milford is one of 167 units nationwide to receive the 2016 Medical Reserve Corps (MRC) Challenge Award. The Challenge Award grant was fully funded in the amount of \$15,000.

Milford is working with the Yale Program on Climate Change Communication (YPCCC) to develop and conduct a survey of MRC volunteers. The purpose of the survey is to assess their (volunteers) hurricane knowledge, risk perceptions, training experience, communication skills and resources to conduct face-to-face conversations. The results of the survey will be utilized to develop recommendations regarding training and recruitment program for Milford MRC to serve as “Neighborhood Ambassadors” focused on communicating storm preparedness before, during and after events with neighbors and vulnerable populations residing in the flood prone areas of Milford.

At the last MRC/CERT volunteer meeting MHD staff did a presentation on the current infrastructure and day to day activities at MHD and highlighted activities of the health department and potential different avenues in which volunteers may be asked to participate. The goal of the presentation was to help volunteers better understand the scope of how the Milford Health Department serves the City of Milford and its residents.

Comments:

- *D. Joseph added that there will be a State mass casualty exercise from October 24 – 28th. Milford Health Department staff will be participating.*

Community Health – Jennifer Clarke-Lofters, MPA

Disease Surveillance

There were 46 cases of disease reported for the month of May, with influenza being the most reported disease.

Putting on AIRS Asthma Program

The Putting on AIRS asthma program received 21 referrals for the month of May, for a total of 107 referrals received this program year with 61 home visits completed. As you know, a follow-up is conducted to discuss whether individuals and/or families have implemented the recommended control measures, to determine outcomes as a result of the home visit, and to discuss any challenges/barriers/etc. The Program Coordinator completed 1 Three month follow-up calls and 3 six month follow up calls for the month of May. On May 27th the State Public Health Department held a meeting to have an ongoing discussion and review of proposed changes to the POA program.

Parent Leadership Training Institute (PLTI)

PLTI which enables parents to become leading advocates for children in their community through participation in four phases of training—a one-day retreat, a 10-week course on parent leadership, a 10-week course on civic engagement, and a community project to practice what participants have learned within a community context. This year's training has had a successful round with the very diverse and cohesive class that was brought together. Over half of the graduates are now members of local boards and organizations. We are entering the wrapping up of the final reports for this cycle.

PHAB (Public Health Accreditation Board)

The Milford Health Department is still preparing itself to submit an application to become accredited. The health department is currently in the self assessment phase. This phase allows for comparison of the PHAB standards and measures against the departments' to bring attention to identifying weakness and strengths and addressing weaknesses. The department has now begun to use the materials received by PHAB to collect documents based off the Community Health Assessment (CHA) and the Community Health Improvement Plan (CHIP) to fulfill the first group of domains. We have continued to attend meetings regarding both the state and other local CHAs/CHIPs with the Partnership for a Healthier Greater New Haven. We have also met with our local community partners and organizations regarding the Community Health Improvement Plan and have gained information on how we can work together to create a healthier a City of Milford. We have also been tapping into other health departments that have completed their accreditation and looking to them for direction. We are also planning to share the results of the survey with residents and will also seek their thoughts and comments on where the town stands.

Comments:

- *Discussion ensued about the state Department of Public Health (DPH) proposed changes to the Putting on Airs Asthma program for the next five year funding period. This may include allowing more visits based on need.*
- *C. Young suggested that perhaps a few of the past PLTI participants could speak at a future Board of Health meeting about their projects and experience with PLTI.*
- *With regard to Accreditation, D. Joseph reported that the Health Department has recently completed one of the quality improvement measures which looked at the Health Department food protection program. The streamlined process strives to improve and standardize the process of inspections.*

Old Business: *None.*

Director's Report: *Deepa Joseph, MPH*

- *D. Joseph reported that, effective July 1st, she will be responsible for oversight and supervision of the Department of Human Services, as well as Employment & Training. Each agency will continue its operations as it has before, with the Director of Health responsible for administrative oversight of both agencies. The Human Services Board will serve in an advisory capacity, as the Board of Health serves. It was noted that the Health and Human Services combination is the national model, as well as the model in many municipalities. This will be an opportunity for greater collaboration between agencies.*

New Business: *None.*

Adjournment:

E. Judson motioned to adjourn the meeting seconded by J. Costello and was unanimously approved.

The meeting adjourned at 6:51 p.m.

Respectfully submitted,

Marianne Klinga
Recorder