

**Board of Health Meeting Minutes
March 19, 2019**

Board Members & Liaisons Present:

Joan Cagginello, MS, RN, Chairperson
Holly Mulrenan, BSN, RN, MS, Vice Chairperson
Atty. Christine M. Gonillo, Secretary
Joan M. Costello, BSN, RN
Ernest Judson
Mitchell Quintner, DMD
Constance Young, EdD, RN
Ellen Beatty, Board of Alderman Liaison
Warren Pawlowski, Board of Education Liaison
Ray Vitali, Board of Alderman Liaison

Board Members & Liaisons not present:

None

Others Present:

Makeda Williams, RN

Health Department Staff Present:

Deepa Joseph, MPH, Director of Health
Carol Soulier, Recording Secretary

J. Cagginello called the meeting to order at 6:30 p.m.

Approval of Minutes – February 19, 2019

The minutes of the meeting held on February 19, 2019 were approved unanimously as amended on a motion by E. Judson and seconded by J. Costello.

Public Session:

Makeda Williams introduced herself as a registered nurse working toward an advanced degree and in attendance to satisfy a course requirement. The Board welcomed her.

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

Food Service Establishment license renewals: In January 2019, Food Service Establishment license renewal letters were sent out to 375 food service establishments for the 2019 licensing year. Food Service Establishment licenses expire on the last day in February every year. Currently, 346 establishments have renewed with 29 outstanding. This number includes ball field concession stands, seasonal food licenses and itinerant vendors. Final notices will be sent out via certified mail this week.

Anti-blight activities: As of the week ending March 15, 2019, the Health Department received 275 general complaints from Milford residents. Of those 275 complaints, 57 were complaints of blight for the 2018/2019 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.

Comments:

- *D. Joseph commented that food establishment license renewal is coming to a close. J. Costello asked what happens if an establishment does not respond to the renewal letter sent out in January by February 28, the annual expiration date. D. Joseph said that establishments receive three reminders and then would be closed. C. Gonillo asked if the Department would be increasing license fees as a source of increased revenue. D. Joseph responded that fees were increased last year and that the Department will assess the impact of the new FDA code on food establishment classifications prior to another increase.*

Nursing Division Report – Joan Campbell, MSN, RN

Seasonal Flu and Seasonal Influenza Vaccination Campaign: For the week ending March 9, 2019, the Connecticut Department of Public Health reports that influenza activity continues to be classified geographically as “widespread”. A total of 6,595 positive influenza cases have been reported statewide for the current season with 2,048 being in New Haven County. According to CT DPH, of the 6,595 positive influenza reports: 5,559 were influenza A (subtype unspecified), 723 influenza A (2009 H1N1), 187 were influenza A (H3N2), and 126 were influenza B viruses. A total of 2,303 hospitalized patients with laboratory-confirmed influenza have been admitted statewide this current season. A total of 44 influenza-associated deaths have been reported in CT thus far this flu season. Of these 44 deaths, 27 occurred in individuals greater than 65 years of age, 12 were individuals 50-64 years of age, 4 were individuals 25-49 years of age, and one was an individual 5-17 years of age.

The Milford Health Department continues its seasonal influenza campaign with the monthly immunization clinics held at the Health Department. To date, 829 flu shots have been administered by our public health nurses. We will continue to provide the influenza vaccine through April 2019. Both the regular flu vaccine and the high dose vaccine for individuals over sixty-five years of age will be offered. The school nurses and Health Department continue to monitor the influenza Like Illness (ILI) activity in the schools. No appreciative ILI activity has been reported in the health offices. The school nurses continue to provide influenza prevention and hand washing education in all of the schools.

School Health Services: The Milford Health Department is hosting Sacred Heart University nursing students for the spring semester. The senior students will spend time weekly at the

various grade levels, learning the role of the school nurse and assisting with care of students throughout the school day.

The school nurses joined the MPS social workers, guidance counselors and school psychologists on February 27th for an educational session on *Section 504 Procedures* for the school setting presented by Attorney Michelle Laubin. Section 504 is a federal law that protects individuals with disabilities from discrimination and is part of the Rehabilitation Act of 1973. The school nurses and staff members learned important information on determining which students might be eligible to receive accommodations in school and the recommended procedures to follow when developing an individualized 504 plan.

The school nurses and dental hygienists are participating in a MPS district wide *Gender Sensitivity Training*. Tony Ferraiolo, a transgender youth advocate, is providing the training to raise awareness of the many issues our transgender youth encounter and how we can be more supportive and understanding to some of the challenges that might arise for the students and their families.

Comments:

- *Discussion ensued about the flu season. M. Quintner asked how this season compares to last. D. Joseph responded that this year's vaccine is a better match than last year's vaccine. Among those who were vaccinated this year, the flu illness is reported to have been shorter and less severe.*
- *D. Joseph reported that Jennifer Clarke-Lofters, MHD Community Health Coordinator, obtained a grant through NACCHO to complete a Quality Improvement Project of the Department's choice. Jennifer is working along with Joan Campbell, Director of Nursing, to lead the Department in its first such project which will focus on increasing participation in vaccination clinics at both the Health Department and Milford Senior Center. J. Cagginello asked if the Senior Center offers homebound vaccinations. D. Joseph responded that Joan Campbell has provided that service when requested. J. Cagginello commented that this may be an untapped market.*

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

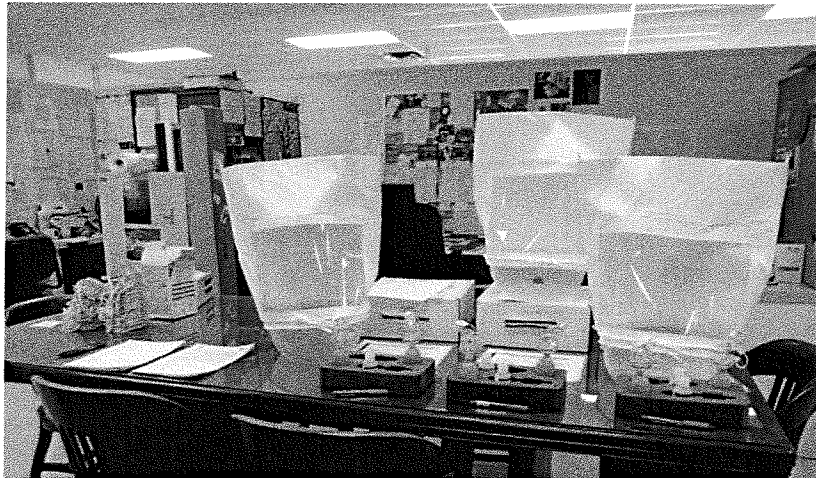
Milford Health Department (MHD) representatives participated in the monthly meeting of Emergency Support Function (ESF) 8, Public Health and Medical, on February 20th. Region 2 Directors of Health met several times to discuss the details of how Public Health Emergency Preparedness (PHEP) funds and planning will be handled going forward. As requested by the CT Department of Public Health (DPH), Region 2 will consolidate planning efforts to have one Mass Dispensing Area (MDA) and have one health department/district be the ESF 8/Healthcare Coalition (HCC) fiduciary. A final vote on the budget is still pending.

MHD representatives participated in an initial planning meeting (IPM) to develop a table top exercise (TTX) based on community response to an emerging infectious disease (EID). City agencies and local healthcare coalition agencies are required to have a plan for how to respond to a person who presents or has the potential to have been infected (i.e. international travel) with an emerging disease. Milford Health Department along with Milford Fire/EMS, Police, Milford

Hospital, among other agencies will all be participating to make sure Milford is prepared. The exercise is planned for early spring 2019.

The Community Emergency Response Team (CERT) volunteer class continues to meet Monday evenings. On February 25th, Kathy Dean with Connecticut Disaster Behavioral Health Response Network (DBHRN) presented the evening on Psychological First Aid (PFA). The CT DBHRN is a network of staff and trained volunteers across Connecticut with clinical and educational backgrounds in the mental health field. The teams are requested in the event of a mass casualty/fatality incident of any scale. The focus of the presentation is an awareness level for volunteers and on the importance of self care prior to contributing to a response.

MHD is up to date for all staff and nurse N95 Fit Testing. An N95 would be required for any field staff responding to a location where there is an inhalation risk to the responder. The “N” stands for NIOSH- National Institute for Occupational Safety & Health and “95” signifies the face piece filters out 95 % of airborne particles. The set up for testing is pictured below. All staff and nurses are fit tested every two years.



Comments:

- *D. Joseph reported that Health Directors in Region 2 have decided that the Chesprocott Health District will be the lead Mass Dispensing Area (MDA) for the region. Milford will restructure its mass dispensing plans accordingly.*

Community Health Division Report - Jennifer Clarke-Lofters, MPA

Communicable Disease Surveillance: There were 87 cases of disease reported for the month of February, with Influenza as being the most frequently reported. This month there has been 61 cases of influenza.

Putting on AIRS Asthma Program: The program offers up to three (3) home visits and a 6 month follow up after a participant has been enrolled. September 1, 2018 started a new programmatic year and thus far we have received 89 referrals. We have also begun creating a system to review referrals from Fair Haven to use for PSI grant. We have also begun to pilot incorporating a Community Health Worker (CHW) to assist with these visits.

Public Health Accreditation: As the Milford Health Department is preparing itself to become accredited, work is being completed for the 2019 Community Health Assessment. Health Equity Solutions (HES) will facilitate the community conversations (formerly called focus groups) on March 27, 2019 (*see attached updated flyer*). The purpose of this conversation is for the upcoming Community Health Needs Assessment. Our strategic plan is complete, and we have a final document for review. MHD was also recently chosen to participate in a new technical assistance (TA) opportunity titled Strong Systems, Stronger Communities (SSSC) TA Cohorts with NACCHO (National Association of County and City Health Officials) (*see attached press release*). Our project will be to participate in the Quality improvement (QI) category to improve population health. MHD will complete NACCHO's Organizational Culture of Quality Self-Assessment Tool Version 2.0 (QI SAT 2.0) to assess the organization's culture of quality and will implement a population health QI project. This is a very exciting venture for us moving forward into accreditation and will assist in creating our QI plan.

Grants Management: The Department makes an effort to obtain funding through other sources such as grants. Grant management continues to be a huge part of the Community Health Division with many programmatic and financial reports due. We have finalized the contract with Fair Haven Community Health Center (FHCHC) to meet the deliverables for the Prevention Services Initiative (PSI) grant. We still continue to participate in technical assistance phone calls to stay on track with this process and collaboration, along with creating monthly partnership meeting calls. We are planning our regional asthma coalition meeting for the asthma grant. Parent Leadership Training Institute (PLTI), although not currently funded, is in its 11th week of completion. We have also been approved to provide non-voucher opioid community prevention activities for Milford. We hope to increase awareness and education on opioids in the community through seminars and with additional trainings on Narcan with this opportunity.

Community Events: As previously mentioned, we will partner with Milford Hospital to host the Community Conversation about Healthcare on March 27th. We are also organizing with Milford Hospital to host a Walk n Talk series in the community, the details of which will be provided closer to event date. National Public Health Week will be in April, and we are partnering once again with Healthier Greater New Haven Partnership to host a healthy food drive at a nearby grocery store in Milford. Promotional materials are being developed and we will be looking for volunteers to man the event soon.

Comments:

- *Discussion ensued about the upcoming Community Conversation. This is a focus group to increase understanding of what community members need. The goal is for the group*

to have approximately 25 members and, at present, response from local agency leaders is strong but low from the general public. J. Cagginello suggested tapping into PTA leadership.

Old Business: *None*

Director's Report: *Deepa Joseph, MPH*

- *D. Joseph announced that Bob Grive, who has worked as a sanitarian for the Health Department for 30 years, is retiring at the end of June 2019. M. Quintner asked if the Department has begun the process of filling this vacancy. D. Joseph reported that the job requisition has been signed with the goal of having the new hire in place the first week of July. Recent spending controls established by Mayor Blake could potentially affect this plan.*
- *D. Joseph stated that there is a public hearing at Grassy Hill Country Club on Tuesday, March 25, 2019 from 3 p.m.- 6 p.m. regarding Milford Hospital's Certificate of Need. The Health Department will provide written testimony.*

New Business: *None*

Adjournment:

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

The meeting adjourned at 7:20 p.m.

Respectfully submitted,



Carol Soulier
Recorder

We Want To Hear From You!

Your Voice
Matters

Share your thoughts on community health needs

Community Conversation on Health

Milford Hospital
Auditorium B
300 Seaside Ave, Milford

Wednesday, March 27, 2019
5:30 p.m. to 7:00 p.m.

Dinner will be served. Gift cards will be raffled off
after the session.



HEALTH
EQUITY
SOLUTIONS

Jennifer Clarke-Lofters,
Community Health
Coordinator, jclarke-lofters@ci.milford.ct.us

or 203-701-4524



November PI Compass



NACCHO PI
ANNOUNCEMENTS



NACCHO Announces Local Health Departments Selected for Strong Systems, Stronger Communities Technical Assistance Cohorts

The National Association of County and City Health Officials (NACCHO), with support from the Center for State, Tribal, Local and Territorial Support within the Centers for Disease Control and Prevention (CDC), is pleased to announce the eight local health departments (LHDs) selected to participate in a new technical assistance (TA) opportunity titled Strong Systems, Stronger Communities (SSSC) TA Cohorts. (Above, the SSSC TA cohorts workshop, February 2019.)

The eight LHDs and communities selected to participate in the SSSC TA Project through a competitive process will utilize performance improvement methods to address the social determinants of health and improve population health. Representatives from the selected LHDs attended a training and TA workshop from February 12-13, 2019, in Washington, DC, where they participated in workshops and peer learning focused on building skills in public health performance improvement and systems thinking. The eight communities will continue to receive virtual training and TA and participate in peer learning through July 31, 2019 to accomplish their project goals. The eight participating LHDs are listed below, with a brief description of the projects to be completed under the two cohorts.

Category 1: Quality improvement (QI) activities to improve population health. LHDs will complete NACCHO's Organizational Culture of Quality Self-Assessment Tool

Version 2.0 (QI SAT 2.0) to assess the organization's culture of quality and will implement a population health QI project.

- Amarillo Public Health, TX
- Durham County Department of Public Health, NC
- Milford Health Department, CT
- Siouxland District Health Department, IA
- Tri-County Health Department, CO

Category 2: Addressing the Social Determinants of Health (SDoH) through the community health improvement plan (CHIP). LHDs in this category will conduct a gap analysis on one of the strategic priorities from their CHIP using the community health improvement matrix (CHIM) and will work to implement upstream strategies for addressing the priority.

- Public Health Solutions, NE
- Orange County Department of Health, NY
- City of St. Louis Department of Health, MO

Please [check our website](#) in August 2019 to learn about the projects completed by LHDs participating in the first SSSC TA cohorts!