

**Board of Health Meeting Minutes  
March 20, 2018**

**Board Members & Liaisons Present:**

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

*Board Members & Liaisons not present:*

Ellen Beatty, Board of Alderman Liaison  
Joan M. Costello, BSN, RN  
Mitchell Quintner, DMD  
Ray Vitali, Board of Alderman Liaison

*Others Present:*

Pam McLoughlin, New Haven Register

*Health Department Staff Present:*

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

C. Young called the meeting to order at 6:30 p.m.

**Approval of Minutes – February 20, 2018**

The minutes of the meeting held on February 20, 2018 were approved unanimously on a motion by E. Judson and seconded by H. Mulrenan.

**Public Session:** *None*

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

*Food Service Establishment license renewals*

In January 2018, Food Service Establishment license renewal letters were sent out to 389 food service establishments for the 2018 licensing year. Food Service Establishment licenses expire on the last day in February every year. Currently, 336 establishments have renewed with 53 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 16, 2018 the Health Department received 257 general complaints from Milford residents. Of those 257 complaints, 66 were complaints of blight for the 2017/2018 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:*

- *E. Judson asked if Food Service Establishments incur any additional fees for late renewal. D. Joseph indicated there is no late charge. E. Judson commented that collection of late fees could be a good source of additional revenue. C. Gonillo added that a late fee could incentivize establishments to pay on time. D. Joseph said the suggestion is something that will be considered going forward.*

**Nursing Division Report – Joan Campbell, MSN, RN**

*Seasonal Flu and Seasonal Influenza Vaccination Campaign*

The Connecticut Department of Public Health has announced that Connecticut has passed the peak of the flu season but it remains classified geographically as “widespread”. Although influenza A (H3N2) viruses continue to predominate within the US and CT, more influenza A (H1N1) and influenza B viruses are circulating. For the week ending on March 10, 2018, a total of 8,117 positive influenza cases have been reported statewide for the current season with 2,420 being in New Haven County. A total of 2,418 hospitalized patients with laboratory-confirmed influenza have been reported statewide to date. A total of 119 influenza-associated deaths (88 associated with Type A, 30 with Type B, 1 of unknown type) have been reported. 98 of these deaths involved patients at least 65 years of age, 12 were 50 – 64 years of age, 5 were 25 – 49 years of age, 1 was between 19-24 years of age, and 3 were ≤ 18 years of age.

The Centers for Disease Control and Prevention report that although influenza activity continues to decrease, it remains high across much of the United States. Both the CDC and CT DPH continue to recommend flu vaccination since flu viruses are still circulating and vaccination at this time can still be beneficial.

The Milford Health Department will continue to offer the influenza vaccine through their April immunization clinic at the Health Department. The Advisory Committee on Immunization Practices has recommended that providers continue to provide the influenza vaccine into the spring months. 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.

*School Health Services*

The School Nurses participated in a Professional Development Day on Thursday, March 8<sup>th</sup>. All nurses received their recertification in CPR/AED training. In addition, they all participated in DCF mandated reporter training. Per CT General Statutes §17a-101a, mandated reporters are required to report or cause a report to be made when, in the ordinary course of their employment



or profession, they have reasonable cause to suspect or believe that a child under the age of 18 has been abused, neglected or is placed in imminent risk of serious harm.

The Milford Health Department will be hosting Sacred Heart University and Southern CT State 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.

*Comments:*

- *D. Joseph indicated that, although it is past peak, flu season continues. 397 cases have been reported in Milford, and additional cases are expected. C. Young suggested that MHD put up notices next year reminding residents of the severity of this year's flu season to encourage citizens to get immunized.*

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

Local health department/district representatives and emergency planners across the state attended the annual Multi-year Training and Exercise planning (MYTEP) meeting. This meeting is held every year for representatives from all 5 Department of Emergency Management & Homeland Security (DEMHS) Regions. The CT DPH Drill & Exercise Coordinator convenes the meeting to present a statewide plan for exercises to meet federal guidelines. Milford Health Department (MHD) maintains a local multi-year training & exercise plan which aligns with federal and state guidelines but also addresses local training needs.

MHD's annual review, the Medical Counter Measure, Operational Readiness Review (MCM ORR) was conducted via Go To Webinar this month. The review evaluates emergency plans for consistency as outlined by the National Standards for Public Health Preparedness 15 Capabilities:

- |                                          |                                                              |
|------------------------------------------|--------------------------------------------------------------|
| • Community Preparedness                 | • Medical Materiel Management & Distribution                 |
| • Community Recovery                     | • Medical Surge                                              |
| • Emergency Operations Coordination      | • Non-Pharmaceutical Interventions                           |
| • Emergency Public Information & Warning | • Public Health Laboratory Testing                           |
| • Fatality Management                    | • Public Health Surveillance & Epidemiological Investigation |
| • Information Sharing                    | • Responder Safety & Health                                  |
| • Mass Care                              | • Volunteer Management                                       |
| • Medical Countermeasure Dispensing      |                                                              |

CT Department of Public Health (CT DPH) conducts the review along with representatives from the Centers for Disease Control & Prevention (CDC). Local health departments receive funding annually for Public Health Preparedness and Planning; MCM reviews are a system of accountability to ensure communities are planning and at this stage prepared to address public health emergencies.

In 2009, MHD Public Health Emergency Preparedness Coordinator (PHEPC) completed training to fit test individuals to wear N95 respirators and become a Train-the-Trainer. This year

additional MHD staff was trained. On March 8, 2018, N95 Fit Testing was conducted by the Environmental Division Chief, Director of Nursing and PHEPC. All Registered School Nurses were fitted for N95 respirators; remaining MHD staff will be fitted later this year. Medical and non-medical staff is fit tested every 2 years.

*Comments:*

- *D. Joseph reported that the Department continues to work on grant deliverables and contract requirements. MHD recently had its emergency preparedness plan assessed in relation to national standards and did very well. Only a few adjustments were deemed necessary. The department's success is thanks in large part to the work of Tara Mustakos-Wassmer, who has served as Public Health Emergency Planner for many years and is a huge asset. The MHD's emergency plans are well tied into City of Milford systems.*

**Community Health – Jennifer Clarke-Lofters, MPA**

Communicable Disease Surveillance

There were 196 cases of disease reported for the month of February, with Influenza as being the most frequently reported. The total number of influenza reported thus far is 397.

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. We have received a total of 91 referrals. This month we received 6 referrals. For the year we have completed 30 initial home visits, 22 second and 17 third home visits. We have completed three (3) 6 month follow up calls. Although referral numbers for the program have decreased for the time being, the time spent in scheduling and rescheduling visits have increased. Additional time has also been used to meet with community partners to continue building relationships for program sustainability. See informative flyer attached for details on the Wrap and POA partnership.

Community Events

For the month of March the MHD has partnered with MPC to provide the Community with a Hidden In Plain Sight presentation on March 22. The event has been posted on both the MHD website along with the City Clerk Newsletter and we have currently at least 30 people signed up to attend. We have been planning to implement events for the month of April for Public Health Awareness Week. Thus far we are planning a food drive at both the Milford and Hamden Shop Rites along with a small community Health fair. Please see the attached flyers for details. We have also created the nurses school boards to promote Public Health for the month of April as well. Plans for implementing a community walk and talk are still in progress.

Public Health Accreditation

The Milford Health Department is still preparing itself to submit an application to become accredited. The next step in moving forward in this process is creating a Strategic Plan. We now have a consultant to assist us with our strategic plan and have begun to meeting internally. We have started by having a strategic planning overview session to review strategic planning and its processes. Our next step will be to review our mission, vision and values. We look forward to



taking the necessary action steps in order to submit our application to PHAB (Public Health Advisory Board) to apply for accreditation in the near future.

#### 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. During this time we have applied for a grant (PSI-Prevention Service Initiative for Community Based Organizations) for the implementation and sustainability of our POA program. We have also submitted our year two budget for the HCC/Yale grant along with a revision of this year's budget.

#### *Comments:*

- *D. Joseph reported that the Department held its strategic planning kick-off last week lead by an outside consultant. Initial goals include identifying core team members and key stakeholders along with the mission, vision, and values of the MHD. The Board of Health will be invited to participate during this planning process.*
- *C. Young inquired how long the process will take with regard to applying for accreditation. D. Joseph indicated the department intends to apply for accreditation in the next 18-24 months.*
- *D. Joseph reported application to a Preventive Service Initiative for Community-Based Organizations grant. D. Joseph explained the Putting on Airs program fits the grant's requirements. It would allow the MHD to develop relationships with health care providers in the region, in order to improve asthma self-management and reduce hospitalizations and emergency department visits. C. Young commented that this is exciting and inquired as to whether this was a conflict with what we do for Milford residents. D. Joseph responded that it is not in conflict and is an opportunity to bill for the services the MHD provides.*
- *Discussion ensued about the celebration of National Public Health Week in April. The MHD creates bulletin board materials for display at the high schools and elementary schools. In addition, the MHD in conjunction with area agencies has organized a Community Food Drive to be held at Shop Rite in Milford on April 14<sup>th</sup>. A Healthy Food Donation List will be distributed to shoppers as they enter the store to encourage healthful contributions. C. Young requested that the flyer for such events be included in the Department's presentations to the Boards of Alderman and Finance to spread the word about the good work the Department is doing.*

**Old Business: None.**

#### **Director's Report: Deepa Joseph, MPH**

*D. Joseph congratulated C. Young and presented her with a letter from the Mayor in celebration of her recognition by the Connecticut League of Nursing as one of 65 over 65 Nurses Leaving a Legacy. Discussion ensued regarding C. Young's distinguished career and long-time contribution and commitment to public health in Milford.*

*D. Joseph reported that 4 qualified candidates for the Sanitarian position were interviewed today by a panel. Questions for the panel were generated by both the Health and Human Resources Departments in an effort to assess both the candidates' technical expertise and overall fit for the Department. J. Cagginello reported that questions were clear and comprehensive. E. Judson asked what the hire date would be. D. Joseph responded that the Department hopes to have someone in the position by May.*

**New Business:** *None.*

**Adjournment:**

*E. Judson motioned to adjourn the meeting seconded by H. Mulrenan and was unanimously approved.*

The meeting adjourned at 7:00 p.m.

Respectfully submitted,



Carol Soulier  
Recorder