

**Board of Health Meeting Minutes
October 21, 2014**

Board Members & Liaisons Present:

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

Board Members & Liaisons not present:

Mitchell Quintner, DMD
William F. Lynch, MD
Greta Stanford, Board of Alderman Liaison
Ray Vitali, Board of Alderman Liaison

Others Present: None.

Health Department Staff Present

A. Dennis McBride, MD, MPH, Health Director
Deepa Joseph, MPH, Deputy Director
Joan Campbell, Director of Nursing
Beverly Hayes, BS, Recording Secretary

C. Young called the meeting to order at 6:05 p.m.

Approval of Minutes – September 16, 2014

The minutes of the meeting held on September 16, 2014 were approved unanimously on a motion by E. Judson and seconded by H. Mulrenan. C. Gonillo referenced an unfinished sentence in need of deletion under New Business.

Public Session:

Environmental Division Report – Laura Miller, REHS/RS

Ebola/Enterovirus-D68 – Emergency preparedness and response activities:

Milford Health Department (MHD) staff members have been heavily involved in preparing for Ebola in Milford. The Environmental Health Division has been collecting and disseminating environmental health information to the schools and the community with regards to environmental infection control and disinfectants and proper hand washing techniques not just with regards to Ebola, but also enterovirus-D68 (EV-D68). Dr. McBride has called daily meetings with core staff members in order to report out activities and information.

Anti-blight activities:

As of the week ending October 17, 2013 the Health Department received 118 general complaints from Milford residents. Of those 118 complaints, 19 were complaints of blight during the 2014/2015 fiscal year.

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. These eight properties are actively accruing \$100 dollars/day for non-compliance with the anti-blight ordinance.

Educational Fairs

On Monday September 23rd, representatives of the Environmental Health Division attended the annual Health Fair at the Senior Center. This is the perfect opportunity to pass out lots of educational materials. The focus this year was environmental health and preparing for hazardous weather in addition to healthy homes principals and avoiding clutter. Some of the things distributed included, information on carbon monoxide, avoiding clutter, and diabetes, power outages and food safety.

Comments: None

Nursing Division Report – Joan Campbell, RN, BSN

Flu Season and Influenza Vaccination

The Milford Health Department began our seasonal influenza vaccination program this month, with a number of immunization clinics scheduled throughout the month. Two influenza clinics were held at the Milford Senior Citizen Center on Oct 6th and 8th; nearly 400 immunizations were provided for seniors at the clinics.

The following is a list of all of our currently scheduled flu clinics:

October 6 - 11:00 am – 1:00 pm – Senior Center
October 7 - 8:00 am – 10:00 am – Milford Fire Department
October 8 - 11:00 am – 1:00 pm – Senior Center
Oct 9 - 2:30 - 4:30 pm - Milford Police Department
Oct 14 - 9:30 - 11:30 am – Boys and Girls Village
Oct 15 - 8:00 – 10:00 am - Milford Fire Department
Oct 15 - 2:30 – 4:30 pm - City of Milford Employees
Oct 16 - 8:00 – 10:00 - Milford Fire Department
Oct 16 - 2:30 – 4:30 pm - Milford Public School Employees
Oct 21 - 2:30 – 4:30 pm – Milford Public School Employees
Oct 22 - 3:30 – 6:30 pm – General Public Clinic – Milford Health Department
Oct 23 - 2:30 – 4:30 pm - City of Milford Employees

Flu vaccine will be offered at all Health Department Monthly Immunization Clinics through March 2014.

School Health Services

The school nurses are in the process of beginning mandated vision and hearing evaluations for students in their schools. The goal is to complete the screening and make referrals to primary care providers as early in the school year as possible, so that the child can be fully assessed and treated as necessary.

The new nurse hired last month is doing very well and reports that she is very happy in her position as a school nurse. She will attend the two-day, new school nurse orientation program offered by the CT State Department of Education next month. She continues to be mentored by the Lead Nurse, who is able to spend time with her at her school.

Southern Connecticut State University Nursing Students

The Health Department continues to provide a learning experience in school nursing for senior nursing students from Southern Connecticut State University. Six students from SCSU began their rotation in Milford on October 15th and will conclude their school nursing experience on November 12th. The students will work with the school nurses in assessment of students, providing daily care, performing mandated screenings and learning the role of the school nurse in the education environment.

Comments: None

Emergency Preparedness Reports – Tara Mustakos-Wassmer, REHS/RS, CHES

The City of Milford Health Department began to meet with local partners regarding response to Ebola Virus Disease (EVD). Local meetings address issues of emergency preparedness, first responder health and safety, hospital preparedness and interagency communication. Meetings with the Milford Health Department core staff (5) have been a daily occurrence.

Milford's Local Emergency Management Committee continues to meet quarterly. The Environmental Division Chief, Emergency Preparedness Coordinator and Deputy Director of the Health Department are actively involved with committee meetings.

The new Community Emergency Response Team (CERT) trainings began October 14th. CERT training is scheduled to run for two nights a week for six weeks. It is a requirement by the Department of Emergency Services and Public Protection (DESPP) Division of Emergency Management a certified individual(s) is the lead instructor for CERT. Seth Roberts, from Center Fire District in West Haven, has agreed to be the certified trainer of record for the Milford CERT team training.

The Milford Health Department Volunteer Coordinator spoke at length with Fire Chief Douglas Edo and decided an invitation to attend CERT Training would be extended to 8-10 members of Milford Volunteer Firefighters Association. It was also determined that the MFD would supplement the training in the areas of portable fire extinguishers, CPR/AED and first aid. An effort has been made to keep an open line of communication with both the EMD and Deputy

EMD regarding the use of volunteers at emergency shelters and other vital situations. Milford has a valuable resource with our volunteer group and it is crucial to keep them engaged.

The Region 2 MRC coordinators did not have a monthly meeting in September. There have been major changes to the MRC Coordinator make-up effective this month. As a result of coordinator changes planning meetings have not been organized for the last two months.

The Milford Health Department will be hosting a high school intern for the fall. Responsibilities for Milford Health Department interns include a variety of different tasks: bulletin board design and production, creating E-Magazine articles and health and emergency preparedness related handouts for community events.

Comments:

- *E. Judson questioned who the MRC Coordinator is for the Region. Dr. McBride responded that the original lead MRC Coordinator for the Region was at East Shore District Health Department, however he now works for the West Haven Health Department.*

Community Health – Deepa Joseph, MPH

Disease Surveillance

There were 24 cases of disease reported for the month of September, with chlamydia being the most reported disease.

Ebola Virus Disease

MHD staff members have been working closely with State and local partners around Ebola preparedness and response. The Deputy Director worked to coordinate the Ebola and Enterovirus D68 Briefing that took place on October 14, 2014 at the Connecticut Hospital Association. The Connecticut Department of Public Health (DPH) and the U.S. Centers for Disease Control & Transmission (CDC) has been hosting conference calls regarding Ebola preparedness planning and response. All calls have provided health departments, hospitals, and other emergency response agencies with information specific to Ebola preparedness, including guidance regarding movement and monitoring of travelers, personal protective equipment, and disease prevention.

Putting on AIRS Asthma Program

The Putting on AIRS asthma program received 16 referrals for the month of September, which is the first month of this contract year. Of the 16 referrals, home visits were scheduled with 75% of referrals compared to last year during the same time period when only 42% of referrals accepted a home visit. Milford continues to serve as a leader in the state, with a significantly high acceptance rate of home visits. Milford continues to incorporate the Healthy Homes program into home visits in collaboration with local health departments and districts.

Parent Trust Fund Grant

The Milford Health Department has been awarded grant funding to support the 6th Annual Parent Leadership Training Institute (PLTI) in Milford. The PLTI Design Team is continuing

recruitment efforts, with the goal of beginning the class in January 2015 with 25 participants. PLTI Design Team members have distributed applications widely throughout the community, as well as participating in school activities such as Parent Teacher Association meetings, Open Houses, and other meeting venues. Interviews of potential participants will take place in November 2014.

Comments:

- *D. Joseph stated that she received report of the first case of flu for the season. J. Costello asked if there have been any laboratory confirmed cases of Enterovirus D68. D. Joseph responded that the MHD has not received any reports of laboratory confirmed cases of Enterovirus D68 to date.*
- *C. Young asked about the dental statistics for students seen from the Mayor's Monthly Report. D. Joseph responded that the difference this year as compared to last is due to one the dental hygienist's absences due to extenuating circumstances at the beginning of the school year.*

Old Business:

- *C. Young stated that she attended the Parks & Recreation Board meeting, for which there were three citizens of Milford and three reporters along with R. Vitali from the Milford Prevention Council. The issue of creating a policy for the ban of smoking at the ball fields was discussed. C. Young reported that a policy would most likely be ready for spring of next year. J. Costello made a motion to write a letter from the Board of Health supporting the policy against smoking at the ball field, seconded by E. Judson and carried unanimously. C. Gonillo and C. Young volunteered to draft the letter together.*
- *C. Young said she visited a vaporium that sold e-cigarettes to educate herself on the product in reference to the public health concerns.*
- *C. Young said she tried to contact W. Lynch with regards to his resignation from the Board, as she had not received a letter of resignation.*

Director's Report:

- *D. McBride stated that MHD staff members have been working closely with State and local partners around Ebola preparedness and response. The following activities have taken place:*
 - *Meeting with local partners: On October 6th, Dr. McBride convened a local meeting with representatives from the Milford Hospital, Milford Police Department, Milford Fire Department, Yale New Haven Hospital, Milford Public Schools, Milford Department of Public Works, and other local agencies. The goal of this meeting was to identify each agency's role in local Ebola preparedness and response, as well as to ensure all partners are aware of the quickly evolving news regarding this virus. A follow-up meeting was held on October 16th and another meeting is scheduled for this week. As the meetings have progressed, additional agencies/organizations are represented in order to ensure Ebola preparedness planning is as comprehensive as possible. As a result of the second meeting, Tara Mustakos-Wassmer is sending out a daily update to all partners regarding Ebola preparedness-related activities by agency.*

- Milford Health Department Virtual Emergency Operations Center (EOC): E. Judson asked who would be the Incident Commander for an Ebola situation. D. McBride responded that the Milford Health Department is currently proceeding with a virtual EOC with the Health Director as the Incident Commander. If the situation evolves, the Incident Commander may change accordingly and as necessary. The set up of the existing virtual EOC involves daily core staff reports and possibly utilizing existing tools available through the National Association of City and County Health Officials (NACCHO) website.
- Ebola and Enterovirus D68 Briefing: The Milford Health Department worked collaboratively with Yale New Haven Hospital System Center for Emergency Management and Disaster Response, to convene a briefing on Enterovirus D68 and Ebola at the Connecticut Hospital Association on October 14, 2014. The featured speaker for this event was Louise Marie Dembry, MD, MBA, MPH. Dr. Dembry is Associate Director, YNHH Hospital Epidemiology, Professor of Medicine (Infectious Diseases) and Epidemiology, Yale University, and Co-Medical Director, Yale New Haven Health System Center for Emergency Preparedness and Disaster Response. Dr. Dembry provided an excellent presentation on Enterovirus D68 and Ebola—how the diseases are transmitted, preventive measures, and local preparedness capabilities. There were approximately 125 individuals in attendance representing various agencies from across the state including hospitals, local health departments/districts, EMS providers, local fire departments, visiting nurses associations, and many others.
- School Health/Public Health Nursing: Joan Campbell, Director of Nursing, will have a daily conference call with the school nurses, so that Joan can report all necessary clinical information and updates regarding Ebola to nursing staff. These calls will provide the School Nurses an opportunity to report any issues, concerns, or questions to the Director of Nursing as well. Dr. McBride convened a nurses' staff meeting last week to discuss Ebola preparedness. A follow-up meeting will be held on October 22nd with the nurses. Dr. McBride has invited Dr. Kaplan, Child Psychiatrist at Yale New Haven Hospital, to discuss the topic of mental health trauma to children during disasters.
- Handwashing Campaign: D. McBride reported that MHD staff will be emphasizing the importance of proper handwashing in schools and daycare settings. Key messages to share with the community will include encouraging parents to keep children home when they are sick, encourage schools and daycare to send sick children home, and providing information regarding disease transmission—an individual can only transmit the Ebola virus when he/she is sick.

Comments:

New Business:

C. Young submitted a document on the attributes for the Director of Health Position. They were discussed and the final document is as follows:

Leadership through knowledge and experience about services at the departmental level and for community public health needs and programs

Effective collaborator on multiple issues

Knowledgeable about public health: Policy, Epidemiology, Economics, Ethics including:

Statistics

Analysis

Prevention

Interventions

Grant to improve health in Milford

Work related experience including working with the public

Clear and effective communicator at all public levels from the Board of Health to the political community and the public at large.

Able to see the big picture and engage in long term planning

Executive Session:

The Board went into Executive Session at 6:55 pm and came out at 7:44 pm.

Adjournment:

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

The meeting adjourned at 7:45 pm.

Respectfully submitted,

Beverly Hayes, BS
Recorder