

**Board of Health Meeting Minutes
November 14, 2017**

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
Joan M. Costello, BSN, RN
Ernest Judson
Mitchell Quintner, DMD

Board Members & Liaisons not present:

Ellen Beatty, Board of Alderman Liaison
Ray Vitali, Board of Alderman Liaison
Thomas Jagodzinski, Board of Education Liaison

Others Present:

None

Health Department Staff Present:

Deepa Joseph, MPH, Director of Health

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

Approval of Minutes – October 17, 2017

The minutes of the meeting held on October 17, 2017 were approved unanimously on a motion by E. Judson and seconded by M. Quintner.

Public Session: *None*

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

Food Protection Program: As discussed during previous Board of Health meetings, The CT General Assembly passed a bill that will make the United States Food and Drug Administration (FDA) Model Food Code Connecticut's food code. This new law began phasing in on July 1, 2017 and will be in full effect on July 1, 2018. In preparation, the Milford Health Department proposed amending Chapter 8, Food and Food Establishments, of the Code of Ordinances of the City of Milford to align with Public Act 17-93 and the FDA Food Code. On November 9, 2017 the Board of Alderman voted to approve the proposed amendments of the City of Milford Code of Ordinances, Chapter 8, Food and Food Establishments.

The following list summarizes the approved amendments:

- Terms and definitions have been updated to align with Public Act 17-93 and the FDA Food Code.

- References to the old sections of the CT Public Health Code have been removed and replaced with Public Act 17-93.
- All food service establishments re-classified. Food service establishments are currently classified based on their menu according to section 19-13-B42(s)(3) of the Regulations of Connecticut State Agencies. Public Act 17-93 includes new definitions for classifying retail food establishments that will now include food stores in addition to food service establishments. Per the PA 17-93, food establishments have been reclassified according to the revised class definitions as of October 1, 2017.
- Fee schedule for applications, permits & license fees amended. As PA 17-93 requires the re-classification of all food establishments, the licensing structure has been revised to be in compliance with those standards set forth in the FDA Model Food Code. A comparison was done between the permit and license rates of Milford, compared to those same fees in several other surrounding municipalities. The comparison indicated that the Milford Health Department rates were slightly below the mean and median in several categories. The amended fee schedule shall be posted in the Health Department Office, in public view and on the City's website.

Classification	# of Food Establishments Under Old Classification	# of Food Establishments Under New Classification
Class I	51	72
Class II	36	121
Class III	77	186
Class IV	188	11
Itinerant Vendors	38 (Previously not Classified)	Classified & included above
Totals	390	390

Anti-blight activities:

As of the week ending November 10, 2017 the Health Department received 165 general complaints from Milford residents. Of those 165 complaints, 40 were complaints of blight during the 2017/2018 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. Currently there are seven blighted properties.

Comments:

- C. Young and D. Joseph thanked C. Gonillo for her assistance with drafting the revisions to the ordinance.
- E. Judson asked if the Sanitarian vacancy is a priority position to be filled at this time. D. Joseph responded that Human Resources is working on filling a number of positions at this time and that the Sanitarian position is in process.

Nursing Division Report – Joan Campbell, RN, BSN

Seasonal Flu and Seasonal Influenza Vaccination Campaign: The Connecticut Department of Public Health reports that influenza activity has been gradually increasing in Connecticut since the end of August. Classification of activity geographically remains at “local” status. As of November 4, 2017, a total of 78 positive influenza cases have been reported statewide for the current season with 12 being in New Haven County. The predominant circulating influenza virus in the United States and CT is Type A. A total of 31 hospitalized patients with laboratory confirmed influenza have been reported, with 22 associated with Type A (subtype unspecified), 5 were Type A (H3N2), 1 was Type A (2009H1N1), and 3 with Type B. There have been no flu-associated deaths reported to date this season.

The Milford Health Department has administered over 650 influenza vaccinations to date at various influenza clinics that have been held both at the Health Department and throughout the community. We will continue to provide the influenza vaccine through March 2018 at the monthly immunization clinics held at the Health Department. 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; to date there is no significant ILI activity observed among our school age students.

School Health Services : The school nurses have completed the Annual Connecticut Department of Public Health Immunization Survey. This is an annual survey that assesses the compliance of school age children with recommended and mandated childhood immunizations. Compliance with mandated immunizations among school age children in Milford continues to be excellent.

The Milford School Nurses had their Professional Development Day on November 7th at Bedford Middle School in Westport. They were joined by the Westport, Fairfield, Trumbull, Darien, Bethel, Ridgefield and other School Nurses from Southwestern CT. Boston Children’s Hospital presented information on *Headaches, Migraines and Abdominal Migraines*, and *Emergency Response* in the school setting. In addition, DCF of CT spoke to the school nurses on *Child Abuse Reporting*. It was a very informative day for all.

The school nurses are in the process of completing their 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.

Interviews for the vacant public health nurse position will be held on Wednesday, November 15th. Several qualified candidates have applied for this position.

Comments:

- J. Costello asked if the Health Department intends to have the new shingles vaccine available for adults. D. Joseph responded that it is unlikely that the Department will carry it, as we do not currently provide shingles vaccine.

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

The first round of reporting for Public Health Preparedness Grants is due November 15th. Milford Health Department (MHD) requirements for Region 2 include:

- Local Health Department Progress & Fiscal Report (July 1-Sept. 30, 2017)
- Work Plan: an outline for subcontractors with requirements, due dates, responsible party, etc
- Community Hazard Vulnerability Assessment (HVA): a comprehensive review of potential hazards and the impact to human life, property and business continuity
- 24/7 Coverage Plan

Milford will be required to complete the Medical Countermeasure Operational Readiness Review again for 2017-2018. There are some changes through Centers for Disease Control & Prevention (CDC) with this programmatically. Reporting for regional grant deliverables as well as state/federal requirements are now electronically submitted through a secure portal. Access is granted only to the Director of Health and those local health staff who have been vetted and approved.

Discussions are still ongoing for training a Family Assistance Center (FAC) task force; a combination of single resources assembled to meet a tactical need, in this case providing services to families and/or victims in a time of disaster.

The CT Department of Public Health (DPH) released an updated version of the *Suspicious/Unknown Substance Guidance for Local Directors of Health*. Milford Health developed a White Powder Protocol back in 2005; the document is reviewed annually, when the state updates guidance and/or when a white powder/unknown substance incident occurs. For Milford, there was an event in March of this year when a resident brought an unknown white powder into the health department office.

An informational session will be held this month to explain the Yale Program on Climate Change Communication (YPCCC) summary report on the Medical Reserve Corps (MRC) volunteer survey. Review of survey data results will be presented in coordination with a hurricane/storm preparedness seminar, an informational session on preparing yourself and your home ahead of an extreme weather event.

Comments:

- J. Costello asked who would be responsible for oversight of Yale New Haven Health System for the local emergency preparedness contract. D. Joseph responded that the CT Department of Public Health oversees Yale, as their direct contractor.

Community Health – Jennifer Clarke-Lofters, MPA

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. In the previous funding year 9/1/16-8/30/17 this program received a total of 223 referrals which is an average of about 18-19 referrals a month.

This year we have received a total of 45 referrals. This month we received 22 referrals. Out of 22 referrals three (3) were ineligible for the program. For the year we have completed 11 initial home visits, 11 second and 8 third home visits. We have completed one (1) 6 month follow up calls. We are expecting a rise in referrals with the upcoming cold and flu season and plan on managing a more efficient system to better triage calls and schedule visits.

Parent Leadership Training Institute (PLTI) : Although a budget was recently passed for the state the funding for this program is still pending. We are still promoting the program and creating a waiting list in case funding does arise. We are hoping to have the ability to provide an edited version of the program where meals and child care may be cut. PLTI 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.

Public Health Accreditation : The Health Department is collaborating with the Partnership of Greater New Haven to complete action steps created in our Community Health Assessment (CHA) and Community Health Improvement Plan (CHIP) in an effort to continuously work on accreditation. Our priorities areas to address in our CHIP include: access to care, healthy lifestyles and mental health and substance abuse. For each priority area there are work groups, goals and strategies that we are working with the Partnership of Greater New Haven to complete. We are also reviewing the 12 domains of the Public Health Accreditation Board's Standards of Measures in order to begin assigning domains to staff members.

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 recently submitted both programmatic and financial reports for Healthy Homes to the Department of Public Health.

Comments:

- *None.*

Old Business:

- *None*

Director's Report: *Deepa Joseph, MPH*

- *D. Joseph reported that she is hopeful the existing vacancies for the department will be filled shortly, with interviews for the Public Health Nurse position beginning this week, the Administrative Assistant position currently posted externally, and the Sanitarian position forwarded to Human Resources for posting.*
- *Through the efforts of C. Gonillo, D. Joseph, and Laura Miller, the Health Department brought changes to the existing food ordinance before the ordinance committee and the Board of Alderman. The revised ordinance was approved and the*

department can now continue to move forward with activities related to the new FDA food code locally.

- *D. Joseph reported that the department will be working on developing a strategic plan, in order to continue to move forward with completing items necessary to apply for public health accreditation. Board members will participate in the strategic planning process, along with various other community groups.*

New Business:

- *None.*

Adjournment:

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

The meeting adjourned at 7:09p.m.

Respectfully submitted,



Deepa Joseph
Recorder