

**Board of Health Meeting Minutes
December 12, 2017**

Board Members & Liaisons Present:

Constance Young, EdD, RN, Chairperson
Holly Mulrenan, BSN, RN, MS, Vice Chairperson
Joan Cagginello, MS, RN
Joan M. Costello, BSN, RN
Ernest Judson
Ellen Beatty, Board of Alderman Liaison
Ray Vitali, Board of Alderman Liaison

Board Members & Liaisons not present:

Atty. Christine M. Gonillo, Secretary
Mitchell Quintner, DMD
Warren Pawlowski, 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 – November 14, 2017

The minutes of the meeting held on November 14, 2017 were approved unanimously on a motion by E. Judson and seconded by J. Costello.

Approval of Board of Health 2018 Meeting Dates

The 2018 dates were approved as attached on a motion by J. Costello and seconded by E. Judson.

Public Session: *None*

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

Anti-blight activities:

As of the week ending December 9, 2017 the Health Department received 188 general complaints from Milford residents. Of those 188 complaints, 45 were complaints of blight for the 2017/2018 fiscal year thus far. 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 eighteen blighted properties undergoing enforcement action.

CRIDE(Collaborative for Residential Integrity for the Disabled and Elderly):

The monthly CRIDE meeting was convened on December 4, 2017. Members of the Environmental Health Division provided updates on three active, ongoing hoarding and troubled housing cases as well as three new cases for the month of November. Representatives from several city agencies and departments, including the Senior Center and the Milford Family Resource Center, provide input and suggestions for addressing the needs of the residents of these properties. In each instance, an Environmental Health Sanitarian and the MHD Case Manager visited each property.

Environmental Health Staff Training/Development

In lieu of the annual Food Inspector Recertification Training, this year the CT Department of Public Health Food Protection Program is providing several classroom trainings on the Food and Drug Administration (“FDA”) Food Code. As previously reported, this past legislative session the CT General Assembly passed a bill that will make the FDA Food Code Connecticut’s Food Code. The new law began phasing in on July 1, 2017 and will be in full effect on July 1, 2018. In order to become certified to enforce the FDA Food Code beginning July 1, 2018, all currently certified food inspectors are required to attend this training in addition to completing FDA online courses. Several MEHD staff members, including the Director of Health, attended one of the first Food Protection Program sponsored classroom trainings. All currently certified staff members are registered to attend one of the classroom trainings before July 1, 2018.

Comments:

- *E. Judson asked what the cost of the changes to the database software would be due to the FDA Food Code changes. D. Joseph responded that she has a meeting scheduled with the MIS Director and Cartegraph to discuss the extent of changes necessary in order to obtain a quote.*
- *J. Costello asked if the Health Department conducts inspections of larger supermarkets such as Shoprite. D. Joseph responded that the Health Department does conduct inspections at supermarkets.*
- *E. Judson asked about Milford lead cases and process associated in light of recent media articles about case in New Haven. D. Joseph responded that the Health Department typically sees a very small number of lead cases each year. However, all staff is trained and conducts comprehensive lead inspections and follows the appropriate process when we do have a case.*

Nursing Division Report – Joan Campbell, RN, BSN

Seasonal Flu and Seasonal Influenza Vaccination Campaign

The Connecticut Department of Public Health reports that national influenza activity has been rapidly increasing in recent weeks and that CT influenza activity is also increasing. In CT, it has been classified geographically as “regional”. The predominant circulating virus within CT (and the US) is Type A (H3N2). According to the Centers for Disease Control and Prevention, because it is early in the season, they cannot predict which flu viruses will predominate and, as such, cannot predict the effectiveness of the vaccine at this time. Estimates of the vaccine’s effectiveness will be available later in the flu season.

A total of 197 positive influenza cases have been reported statewide for the current season with 34 being in New Haven County. Influenza has been reported in seven of the eight counties. A total of 77 hospitalized patients with laboratory-confirmed influenza have been reported statewide. One influenza related death in an individual greater than 65 years of age has been reported to date.

The Milford Health Department continues its seasonal influenza campaign with monthly immunization clinics held at the Health Department. We will continue to provide the influenza vaccine through March 2018. 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 final round of interviews for the vacant Public Health Nurse position took place last week. We hope to extend an offer of employment this week and plan for the new nurse to start after the holiday break.

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. Seven students from SCSU began their rotation in Milford last month and have since concluded their school nurse experience here. The students worked 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 Report - Tara Mustakos Wassmer, REHS/RS, CHES

At last month's Emergency Support Function (ESF) 8, Health & Medical bi-monthly meeting the Healthcare Coalition by-laws for Region 2 were voted into effect. The bi-laws follow Robert's Rules of Order, allow for votes to be taken, outline who/organizations get a vote, etc. Discussion at the meeting included first round of reporting requirements, due dates and contract updates. Yale New Haven Health System (YNHHS) is the fiduciary and coordinating organization for contract deliverables for Region 2 local public health and hospitals.

Milford Health Department (MHD) requirements have been submitted for the first quarter. MHD Public Health Preparedness Coordinator met with the Milford Hospital Emergency Planning team to complete their Hazard Vulnerability Assessment (HVA). The hospital HVA is similar to the community one submitted for the City of Milford; a comprehensive review of potential hazards and the impact to human life, property and business continuity. Hospitals are required to address policy & procedure items in addition to operational preparedness requirements.

Milford Community Emergency Response Team (CERT) & Medical Reserve Corps (MRC) volunteers attended an informational session last month to go over the Yale Program on Climate

Change Communication (YPCCC) summary report on the volunteer Neighborhood Ambassador survey. Review of survey data results was presented by Yale in coordination with a hurricane/storm preparedness seminar, an informational session on preparing yourself and your home ahead of an extreme weather event. A representative from the Milford Health Department, Milford Fire and Police departments all came to discuss to residents storm preparation, response and recovery efforts taken on by each department respectively. Milford Health Volunteer Coordinator will be working on ideas to move this program forward with those interested.

MHD met earlier this month with the City Emergency Management Director and representatives from the American Red Cross (ARC). The meeting request came from the newly appointed Disaster Cycle Service Director who will be working with a Community Preparedness outreach coordinator out of the Milford location. MHD is very excited at the opportunity to re-establish a relationship with the ARC Regional Chapter.

Comments:

- *Many members of the Board commented on how pleased they are that the American Red Cross is re-establishing local partnerships as it pertains to disasters and emergencies.*

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. We have received a total of 64 referrals. This month we received 18 referrals. For the year we have completed 18 initial home visits, 15 second and 12 third home visits. We have completed one (1) 6 month follow up call. With the cold and flu season bringing in increased referrals we have temporarily implement the system to make 6 month follow up calls in the office and assist the coordinator to schedule visits /triage referrals to better serve clients.

Parent Leadership Training Institute (PLTI)

We are still promoting the program and have move forward with interviewing candidates. 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

We are 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. 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. We are hoping to begin the strategic planning process in January.

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 programmatic reports for Public Health Emergency Preparedness grants along with our signed contract Yale. Expenditure reports for this grant will be due next month. We have a Healthy Homes Block Grant review with a new Department of Public Health Staff member scheduled.

Comments: None.

Old Business:*None*

Director's Report: *Deepa Joseph, MPH*

- *D. Joseph reported that final interviews were conducted with the top three eligible Public Health Nurse candidates and she expects to make an offer this week. The candidates who were not selected will remain on the list, should another opening arise in the near future. There were several applicants for the Administrative Assistant position. Human Resources has completed the typing tests and is now conducting the other performance testing. The top 3 candidates will be forwarded for final interviews, most likely in early January. The Sanitarian position has not been posted as of yet. Human Resources is working on finalizing Job Description to forward to the Union.*
 - *E. Judson asked if a priority is being placed on the Sanitarian position due to the importance with regards to health & safety. D. Joseph stated that she is in continuous contact with the Human Resources Director, who is aware of the importance of posting the position as soon as possible.*
- *D. Joseph reported that she met with the Mayor and Finance Director for the initial 2018-2019 budget meeting. D. Joseph reported that she has requested that the full-time Community Health Coordinator position that was eliminated a few years prior be reinstate, as the position is critical to ensuring the Department can bring in new grant opportunities and, more importantly, pursue accreditation of the department.*
 - *J. Cagginello commended that the Health Department has absorbed a significant number of cuts to personnel over the past two years and that the Health Department is due to get some additional assistance to continue the great work it does.*

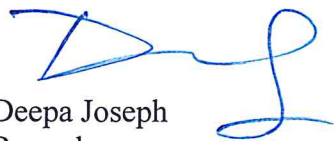
New Business: *None.*

Adjournment:

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

The meeting adjourned at 7:20p.m.

Respectfully submitted,

A handwritten signature in blue ink, appearing to be 'DJ' with a long, flowing horizontal stroke extending to the right.

Deepa Joseph
Recorder

Board of Health 2018 Meeting Dates

82 New Haven Avenue, 6:30 p.m.

The following meeting dates have been established:

January 16, 2018
February 20, 2018
March 20, 2018
April 17, 2018
May 15, 2018
June 19, 2018
July 2018 - No Meeting
August 2018 - No Meeting
September 18, 2018
October 16, 2018
November 13, 2018
December 11, 2018