



Public Health
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Norwalk Health Department

Norwalk Board of Health
February 28, 2017
8:00 AM
Library
Minutes

Call to order at 8:00 AM

Present: Board of Health – Vincent Amoruccio, MS, MA, Janet Karpiak, MD, Theresa Quell, PhD, Edward Tracey, MD, Kenneth Lalime, RPH (phone)

Staff – Tim Callahan, Director of Health, Tom Closter, Environmental Director, Megan DiMeglio, Project Coordinator, David Reed M.D., Medical Director, (phone), Glenn Iannaccone Emergency, Preparedness Coordinator.

Approval of the November 22, 2016 meeting minutes

Dr. Quell moved and Dr. Karpiak seconded a motion to approve the minutes. The minutes passed unanimously.

Community Health Committee Reorganization

Mr. Callahan gave an update on the Norwalk Hospital Community Health Committee that oversees the Community Health Improvement Plan (CHIP). Norwalk Hospital is part of the Western Connecticut Health Network, which includes Danbury and New Milford Hospitals. There are Community Health Committees at Danbury/New Milford and Norwalk. A network Community Health Committee was formed with membership drawn from the aforementioned committees. Mr. Callahan is a member of the network committee. The network committee reports to the Strategic Planning Committee, which reports to the Board of Directors. One of the reasons for establishing a Network Community Health Committee is to align the committees work and share information across the network.

Bike Walk Advisory Committee Ordinance Proposal

At the request of Mayor Harry Rilling to make the Bike Walk Task Force a permanent committee an ordinance is under consideration. If adopted the Task Force will become a committee with members appointed by the Mayor and Common Council. The purpose of the committee is to advise the City agencies to promote complete streets and facilities for pedestrians and cyclists, review and comment on projects impacting walking and biking, coordinate public awareness campaigns with a focus on safety. The proposal will be reviewed during the Ordinance Committee meeting in March.

Local Health Department Consolidation

Mr. Callahan presented an update on the Local Health Department Consolidation Plan proposed by the Connecticut Commissioner of Public Health, Raul Pino, MD. The proposal is to restructure local health departments into large regional districts. There would be 9 health districts with member

towns matching the Regional Planning Organizations. Mr. Callahan is going to submit written testimony recommending requiring the state health and local health departments meet the national standards set by the Public Health Accreditation Board. Rather than mandate the organization of local health departments by geography, allow cities and towns to decide on the structure. Offer financial incentives according to the compliance with standards. A public hearing on raised bill 7170 will take place next week in Hartford.

FY 18 Budget Update

Mr. Callahan met with the Board of Estimate and Taxation last night to review the Health Department Operating Budget. While the Finance Director's Recommended Budget does not include the Project Coordinator or the Health Education Associate positions, the BET decided to leave this request open for consideration in their final deliberations. Mr. Callahan said the meeting went well and will report back to the Board next month.

Lighthouse Awards Policy Review

Mr. Callahan presented the Lighthouse Awards Policy for Board approval. Mr. Callahan explained the Lighthouse rating system, the criteria used, and the award process. Dr. Quell commended the staff for the comprehensive and well written draft. She suggested an edit to add "*consistently*" to the sentence (On or about October 1 of each year, the Director of Environmental Services or Administrative Assistant to the Environmental Services Division runs a report from the FoxPro software that determines the Class 3 & 4 Food Service Establishments that have consistently maintained a rating score of three Lighthouses for the October 1 through September 30 time frame.) A motion was made by Dr. Quell and seconded by Mr. Amoruccio to accept the policy with the revisions as presented. The motion passed unanimously.

Performance Management

Administration

Ms. DiMeglio presented the Administration performance measures dashboard pertaining to finance and grants coordination. Targets for three of the measures were completely met, 100% of program and financial grant reports completed within required timeframes, completed annual fee review and adjustment, and completed quarterly reports comparing the budget and actual spending.

Ms. DiMeglio then presented the performance measures pertaining to quality improvement (QI), accreditation, and workforce development. Targets for six of the measures completely met, number of QI projects completed, 100% of QI project AIM & goal statements completed, all of the new and revised accreditation measures assessed by the Accreditation Workgroup, annual report submitted to PHAB, 100 % of staff maintaining required licensures and certifications, 100% of objectives met for NHD trainings.

Ms. DiMeglio reviewed the opportunities for improvement and next steps:

- Meeting reaccreditation standards and measures, such as branding strategy, health equity policy, ethics policy, and annual professional development plans.
- Revise measure #4.1 for FY 16-17 to be "development of plan for meeting reaccreditation measures" and for FY 17-18 to be "# of reaccreditation measures met".

Environmental

Mr. Closter presented the Environmental division performance measures dashboard. 14 of the 15 measures completely met their targets. (% of food establishment inspections conducted by fiscal

year-to-date and annually, % of housing inspections conducted by fiscal year-to-date and annually, % of pool inspections conducted by fiscal year-to-date and annually, % of salon inspections conducted by fiscal year-to-date and annually, % of tanning establishment inspections conducted fiscal year-to-date and annually, % of massage establishment inspections conducted fiscal year-to-date and annually, % of weights and measures facility inspections conducted fiscal year-to-date and annually, % of food licenses renewed by due date, % of pool licenses renewed by due date, # of standardization trainings conducted per year, % of food establishment orders into code compliance within time frames, % of eligible food establishments receiving Lighthouse Awards , % of foodborne outbreak investigations initiated within 48 business hours, and % of comprehensive lead investigations completed for children with blood lead levels greater than 15 micrograms per deciliter). One performance measure fell below at 86% of salon licenses were renewed by the due date, which was an increase of 5.8% increase over the previous year but still short of meeting the goal of 90%.

Mr. Closter reviewed the opportunities for improvement and next steps:

- Continued improvement in Salon license renewals
- Improve standardization of food inspections including quality assurance inspections
- Review performance management dashboard and analysis with staff.
- Develop landlord identification registration tool to register their address with the Director of Public Health.

Emergency Preparedness

Mr. Iannaccone, Emergency Preparedness Coordinator presented the performance measures within the Emergency Preparedness division. Two of the three performance measures in this division met 100% of their targets for the year (# trainings delivered on Norwalk Health Department emergency plans and % of grant deliverables completed on time). One of the measures was within 97% of the target (% of staff trained on their Incident Command System position responsibilities for the Norwalk Health Department Mass Dispensing Plan).

Mr. Iannaccone reviewed the opportunities for improvement and next steps:

- Develop the volunteer capabilities and continue to recruit new volunteers. Improve the training programs to help in the retention of volunteers.
- The Emergency Coordinator will be developing a tabletop mass dispensing/local distribution site exercise for all stake holders.
- Work towards developing a full scale mass dispensing/local distribution site drill before the year 2020.
- Update the FY 2016-2017 performance management dashboard with a measure for the Emergency Response Team.

Personnel Changes

Mr. Callahan stated after 39 years on the Board of Health Edward J. Tracey, MD was stepping down. Dr. Tracey practiced surgery in Norwalk for many years and has served as a member of the Norwalk Board of Health since 1978. The Tracey family connection goes back much further than Dr. Tracey's tenure on the Board and even further than Norwalk's centennial. Dr. Ed Tracey's grandfather, Dr. William J. Tracey, was Norwalk's health officer from 1893 to 1913. Dr. Tracey has brought a great deal of knowledge and will be greatly missed.

Adjourn at 9:10AM