

Norwalk Health Department Board of Health Actions

**Board of Health
Monthly Meeting
Minutes
May 13, 2008
8:00 AM
Library**

Call to order at 8:05 AM

Present: Board of Health – Matt Brovender, Esq., Ken Lalime, RPH, Sheldon Miller, Theresa Quell, PhD, RN, and Edward Tracey, MD
Staff – Tim Callahan, Director of Health, David Reed, MD, Medical Director, and Tom Closter, Director of Environmental Health

Minutes of April 8, 2008 monthly meeting – Motion to approve by Mr. Lalime, seconded by Mr. Miller, passed unanimously

Welcome Matt Brovender to the Board

Mr. Callahan introduced Mr. Brovender to the Board. Mr. Brovender thanked Mr. Callahan and said he is eager to be involved. Mr. Brovender said he grew up in the area, lives in Norwalk and practices law in Connecticut. The other Board members welcomed Mr. Brovender.

Reappointment of Medical Director – David Reed, MD

Mr. Callahan requested the Board consider the reappointment of David Reed, MD as Medical Director. Dr. Reed provides guidance to the clinical staff and works in the Travel Program 2 times each month.

Motion to reappoint David Reed, MD as Medical Director was made by Mr. Lalime, seconded by Dr. Tracey and was passed unanimously

Feedback on Strategic Planning sessions

A discussion of the recently concluded strategic planning sessions took place. Overall the Board members thought the sessions were productive and Jim Fairfield –Sonn did a good job of moving the process along. Several ideas for improving the sessions were expressed and are listed below.

More staff involvement in expressing their ideas and showing leadership

Including the 3 focus areas under the mission was confusing. The focus areas appeared again in the balanced scorecard goals.

In rating the strength and importance of the domains use a clean slate and compare to the previous year after completing the exercise.

Make introductions at the beginning of each session, especially important for new Board members.

Consider 1 full day session off site. Possible for Board members with 1 or 2 months advance notice.

Each staff member takes ownership for the various projects and is “expert resource” for these areas.

Mr. Callahan will work with staff to develop an operational plan based on the focus areas and goals set. The Board will review the plan at the June 10, 2008 meeting.

Tattoo Parlors Update

The Connecticut Department of Public Health is required by statute and regulations to review an annual survey of Tattoo and Body Piercing facilities that is performed by a consulting physician, retained by the facility. The state health department does not perform inspections. The state law does allow local jurisdictions to adopt ordinances governing the operation of the establishment and the person engaged in tattooing or piercing. A search of the phone book shows there are 3 tattoo parlors in Norwalk. The Board discussed the importance of insuring a clean and sanitary environment to limit the potential for infections. Several follow up items for the next meetings were set. Staff will try to find more on the rate of infections. Mr. Closter will contact Greenwich and learn more about their Body Care Facility ordinance, which also includes oversight of tanning facilities. A report will be provided at the June 10, 2008 meeting.

Farmer’s Markets

This season there will be 3 farmers markets in Norwalk. The locations are Veterans Park, Fodor Farm and Rowayton. Mr. Callahan reviewed information, which detailed the growth of the Connecticut grown farmers markets in the state. Started in 1986 with 22 farmers, the program has grown to 321 farms and 100 markets. The farmers operate under the supervision and are licensed by the Connecticut Department of Agriculture for the sale of produce. Prepared foods such as baked goods and meat products require a local license. In Norwalk a seasonal food permit is issued. All of the food must be from an approved source and prepared in a licensed kitchen.

Staff Changes

Mr. Callahan announced Barbara Alvord, a public health nurse for the past 15 years in retiring in September. Ms Alvord is a skilled clinician, warm and caring person. On 2 occasions Ms Alvord acted as the Clinical Supervisor and managed the program with great skill. The Board extended their thanks for a job well done and their best wishes for a long enjoyable retirement.

Shabnam Gill, the WIC Program Coordinator, resigned after 2 years. Ms Gill will be missed for her competent management of the program and very friendly nature. Ms Gill commuted from the Coop city area of New York and found job closer to home.

Interviews are underway to find a replacement.

Adjourn at 9:20 AM