

***Norwalk Health Department Board of Health Actions***

**June 20, 2006**

8:00 AM

Library

Call to order at 8:05 AM

Present: Board of Health – Ken Lalime, RPH, Martha Lemmon, PE, (via telephone),  
Edward Tracey, MD, and Ivy Burke  
Staff – Tim Callahan

Minutes of May 9, 2006 meeting

A motion to approve the minutes as corrected was made by Dr Tracey, seconded by Mr. Lalime and passed unanimously.

Personnel Updates

Various changes are occurring with personnel.

Health Marketing Specialist – 3 finalists are being considered an offer will be made this week

Emergency Response – The scope of this project continues to broaden, most recently with the planning for avian and pandemic influenza. Bill Mooney, RS commits 2 days per week to this project. He is becoming overwhelmed. Mr. Callahan and Darleen Hoffler, RN, Clinical Supervisor, are developing a plan to utilize one of the staff nurses in this project.

Grants Coordinator – Helene Heissenbuttel Daly is going to relocate at the end of the summer. A search is underway for a person to work part time, 10 – 15 hours per week.

HIV Coordinator – Beverly Gibson Mohamed resigned in May effective June 30, 2006. The position was advertised and interviews conducted. There are 2 excellent candidates under consideration. The Board recommended moving forward with hiring for this position as soon as possible so that the rebuilding of this program can be initiated.

HIV Outreach - The two part time positions are open and recruitment is underway.

Sexually Transmitted Diseases Program – The grant funding was reduced necessitating a reduction in personnel. Gerald Hedley, MD, who has provided clinical supervision for 3 hours per week will be leaving at the end of July 2006. In recent years hands on clinical care has been provided by a nurse practitioner. Ruben Mendoza, MD, Medical Director is available by phone for consultation during clinic hours.

Environmental Health Program

Tom Closter, Director of Environmental Health, provided an update on several programs. Mr. Closter reviewed the Food Establishment Light house program showing the steady increase in the number of restaurants attaining three lighthouses. Mr. Closter also pointed to positive effect the reinspection fee has had on the operation of food establishments.

There have been fewer reinspections in the most recent 2 years, which indicates the charge for reinspection is an incentive to the owners to follow sanitary practices.

The relocation program was also reviewed. The Health Department assumed responsibility for this program in 1997. Since then the annual expenditure for relocation

has declined from an average of \$300,000 to less than \$5,000 per year. Close oversight of temporary housing placements is the main reason for the success of this project. Mr. Closter also reviewed the Eviction Program. The City is required by Connecticut law to move and store belongings for 15 days. The cost for this service averages \$45,000 per year.

Adjourn 8:40 AM

