

**Monthly Meeting  
Minutes  
September 8, 2009  
8:00 AM  
Library**

**Call to order at 8:08 AM**

Present: Board of Health – Matt Brovender, Esq., John McNamara, MD, Theresa Quell, PhD, RN, & Edward Tracey, MD

Staff – Tim Callahan, Director of Health, Tom Closter, Director of Environmental Services, and Rhonda Collins, MPH, Health Educator

**Minutes of June 9, 2009 Meeting** - Motion to approve by Dr. Quell, seconded by Dr. Tracey, passed unanimously

**H1N1 Influenza Update**

Rhonda Collins provided an update on seasonal influenza clinic plans. Seven sessions are scheduled beginning on September 17, 2009 and ending on October 29, 2009. There will be 2 clinics each at St Phillip and St. Mary's halls and 3 clinics at the Health Department. The self-pay charge is \$25. In addition to the usual businesses, new companies are being contacted and are contacting the Health Department thanks to the assistance of ED Musante at the Norwalk Chamber of Commerce. A flyer will be distributed this week, post cards will be sent to previous participants and an advertisement will appear in the Hour and on the radio via public service announcements.

Plans to participate in the coordination and provision of H1N1 vaccine continue to emerge. The CT Department of Public Health is conducting weekly conference calls with health departments to provide updates. At this time the first shipment of H1N1 vaccine is expected to arrive in CT by October 15<sup>th</sup>. The supply of vaccine is initially expected to be less than the demand. In response the federal Centers for Disease Control established risk groups for vaccination. Pregnant women and close contacts of infants <6 months of age will be offered the vaccine first. Next are children 4 years of age and less. Tim Callahan and Dr David Reed are in contact with the chiefs of obstetrics and pediatrics at Norwalk Hospital to coordinate vaccination of children and women in these groups. It appears as though the physicians in private practice plan to provide the H1N1 vaccine to their patients. The role of the health department in the provision of vaccine will be defined in the very near future.

Tim Callahan met with Dr William Pappillo, acting Superintendent of Schools. Dr Pappillo is very willing and interested in working with the Health Department to provide information and vaccine if necessary.

**Geese**

Michael Moccae, Director of Recreation and Parks was scheduled to meet with the Board. Mr. Moccae was not available. The Board asked that the Mr Moccae be invited to the October meeting.

**Strategic Plan**

At the conclusion of the August 18, 2009 planning meeting, the Board asked for the senior staff to develop objectives for each of the 5 goals. The objectives proposed by the senior staff were reviewed and adjusted as follows:

Goal 2 Objective 2 – include the Board of Education in the orientation to the Health Department session and invite all members of each group not just new members.

Goal 3 Objective 1 – the completion date is corrected to November 2009 rather than 2010.

A motion to adopt the Strategic Plan for 2009 –2010 was made by Dr Tracey, seconded by Dr Quell and passed unanimously.

The strategic plan will be posted on the Health Department web site.

**Staff Changes**

Rhonda Collins has accepted a position with the Human Services Council to serve as the Director of the School Based Health Centers. Mr. Callahan and the Board agreed the Health Department's loss is the Human Services Council's gain. Ms Collins has been a key member of the Norwalk Health Department team. Everyone wished her well in her new endeavor.

Adjourn 9:15 AM

