

MINUTES

BOARD OF HEALTH-TOWN OF FAIRFIELD

October 18, 2010

The Board of Health of the Town of Fairfield held a meeting on Monday, October 18, 2010 in the Second Floor conference room of the Old Town Hall, 611 Old Post Road, Fairfield.

MEMBERS PRESENT: Lynda Bluestein, Sue Brand, Doug DeFauw, Beth Garrell, and Jacob Hen.

ALSO PRESENT: Sands Cleary, Director of Health; Joanne Ryan, Nursing Supervisor and Diane Hughes.

I. CALL TO ORDER BY THE CHAIRMAN

Lynda Bluestein, Chairman, called the meeting to order at 7:30 p.m.

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Jacob Hen moved and Doug DeFauw seconded approval of the September 13, 2010 minutes. The motion passed unanimously.

II. REPORTS

A. Director of Health

1. Flu Update: Mr. Cleary reported the following:

- The first Flu Clinic was held September 29th and 30th. 1100 doses were administered, even though the clinic on the 30th was closed early due to the storm.
- During the clinic on September 29th there was a full-scale exercise using the department's tent, flooring and pod box as a flu clinic. The tent was set up in one hour, sixty vaccinations were performed in it and it was taken down in thirty minutes. Pictures of the inflatable tent can be found on the Health Department's Facebook page.
- The next Flu Clinic will be held at the Senior Center on Tuesday October 19th from 12:30-7:00.
- Clinics will be held next month for Board of Education employees and another at Town Hall for town employees.
- If there vaccine left, they will hold a Medical Reserve Corp. run clinic on a Saturday, using MRC members to set up the tent and volunteers to run the clinic. If any doses are left, they will be offered to local medical practices.

2. **Orders/Housing Issues:** Mr. Cleary reported that as a follow-up to the annual Fairfield Beach Road meeting, he met earlier this month with member of the Fairfield Beach Road Home Owner's Association from that meeting and had a discussion on what is being done. The attendees were pleased with the way in which matters are being handled. Attendees at the meeting advised Mr. Cleary of three possible overcrowding issues. He reported that while they have adequate surveillance, they have not been able to accumulate sufficient evidence of overcrowding to go before a Judge to get a search warrant.

14 Orders to Comply were issued to landlords in the beach area who had not provided certificates of rental occupancy applications. Most landlords are complying but one has filed an Appeal that has gone to the Commissioner. There are still a few outstanding orders but these are being worked on.

3. **School Gardens:** Mr. Cleary reported that the program that was developed for the School Gardens has been implemented. One of the recommendations of the Program was to test the soil for lead. This was done and the tests came back with low levels of lead in the garden soils. The levels found were all well below the EPA 400ppm limit, but a few had levels slightly above 100ppm. They worked with the State Lead Program, the State Occupational Health and Toxicology Program and the University of Connecticut Soil Laboratory to come up with a standard that everyone, even the State DPH, found acceptable. Basically for any levels below 100ppm, no action is needed and for levels 100-399ppm recommended actions were provided to bring the soils below 100ppm. Documentation of the testing results and recommended actions was provided to the Board of Education, who has taken over responsibility for the School Garden Program.

5. **Audits:** Mr. Cleary reported that they completed the Operational Audit. Ms Bluestein asked about the beneficial aspects of the audit. Mr. Cleary stated it took about a month to accumulate the data. The process of collecting data for the audit highlighted the need for improvements in certain areas of data collection to adequately quantify the departmental activities particularly on the environmental side. The nursing staff does a good job as they have developed their program to be able to better quantify their activities each year. Mr. Cleary reviewed some areas and procedures they feel can be improved on and stated they will be setting up a projects accounting feature in their database to track activities related to projects, which will capture this information. They will be field testing the new forms, new systems and new database improvements this year.

Mr. Cleary reported that the CT Department of Public Health Annual Report was completed and has been submitted.

6. **Upgrade of Nursing Program:** Mr. Cleary reported he, Joanne Ryan, Mari Jo Panettieri and others have been spending a significant amount of time working on the upgrade of the Nursing Database to be Microsoft SQL compliant. The Town IT Department is in the process of obtaining a quote from an SQL programmer to rewrite the entire Nursing program. The new program will provide connectivity with the Board of Ed systems, eliminating the need to convert information. They hope to have this finalized by August 2011.

7. **Possible Changes to Health Department Enforcement Procedures:** Mr. Cleary reported that Attorney Saxl, the Town Attorney, presented him with an outline of proposed changes for the procedures the Health Department currently uses to handle enforcement activities. Mr. Cleary stated that while he hasn't fully explored the implications of the proposed changes, he wanted to make the Board aware of the letter. There was a discussion on the current enforcement procedures and what the proposed changes could possibly mean for the Health Department and the Board.
 8. **Public Health Code Changes to Public Swimming Areas:** Mr. Cleary reported on the proposed changes to the Public Health Code. He stated that local Directors of Health have been spending quite a bit of time submitting comments on the proposed changes as well as asking for clarification on some items. After a discussion of the implications of these changes, the Board agreed that as a courtesy, Mr. Cleary should make Parks and Recreation and the Department of Public Works aware of the proposed changes to Public Health Code.
- B. Public Health Nursing Supervisor**
1. **Medical Advisor:** Ms. Ryan reported that she has had several meetings with Dr. McDonald and he has been involved in several student cases with the Board of Ed.
 2. **Medication Regulations:** Ms. Ryan reported they are anticipating the new medication regulations to be issued soon. The new regulations will require quite a few changes to the current policies. Sue Brand asked Ms. Ryan to let the Board of Ed know in terms of timing so they can be sure to schedule a meeting of the Sub-Committee for Policy to review and approve the new policies so they aren't hindering the approval process.
 3. **Vision Testing:** Ms. Ryan reported that their goal of having all vision testing completed by the end of November seems to be on schedule.
 4. **Student Listing for Bus Drivers:** Ms. Ryan reported that she spoke with Jack Boyle about the list of students with medical issues being provided to the bus drivers and how the information was going to be handled by the drivers. Mr. Boyle also thought the names were being provided to the drivers as it was not a violation of FERPA (Family Educational Rights and Privacy Act). They will continue to work with Student Transportation on the lists.
 5. Sue Brand asked Ms. Ryan if there were parameters on what would be considered an appropriate load for the school nurses based on school size, number of students and students with special needs. Ms. Ryan explained about NASN recommended numbers and went on to explain how various matters are handled at different schools.

III COMMUNICATIONS

There were no communications to discuss.

IV OLD BUSINESS

1. **Approval of Policy:** Mr. Cleary reported that he received final word from the Town Attorney that the Policy for the Appointment of the Deputy School Medical Advisor, Deputy Well Child Clinic Medical Advisor and Deputy Town Medical Advisor can be submitted to the Board for their consideration. Beth Garrell moved and Sue Brand seconded approval of the Policy. The motion passed unanimously.

V NEW BUSINESS

1. **Town Web Site:** At Ms. Bluestein's request, Mr. Cleary viewed the Health Department website with the Board. He showed some of the quick links, seasonal information and several base camp databases they are just rolling out. He stated they are working on updating the material currently provided on the site and that they try to update the Facebook link weekly. The Health Department tries to have at least one article featured on the Town Home Page. Some Board suggestions on possible content ideas include head lice, bed bugs, concussions and an article on hoarding with links to resources on hoarding.
2. **Board Seat:** Mr. Cleary reported that next month would be the last meeting for Beth Garrell, who will have completed her two term limit. Board members were asked to let either Mr. Cleary or Ms. Bluestein know of any names for consideration. The Board will then make a recommendation to the First Selectman for his approval.
3. **Meeting Mailings:** Dr. Hen inquired about the possibility of sending meeting agendas and handouts electronically rather than regular mail. Mr. Cleary will review the language in the Town Charter and code to see if there are requirements on how material must be delivered.

ADJOURNMENT:

There being no other business to discuss, the meeting was adjourned at 9:04 p.m.

Respectfully submitted,