

MINUTES

BOARD OF HEALTH-TOWN OF FAIRFIELD

November 8, 2010

The Board of Health of the Town of Fairfield held a meeting on Monday, November 8, 2010 in the First Floor Conference Room of Sullivan Independence Hall, 725 Old Post Road, Fairfield.

MEMBERS PRESENT: Lynda Bluestein, Ron Blumenfeld, Sue Brand, Beth Garrell, Jacob Hen and Ellen Marks.

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

I. CALL TO ORDER BY THE CHAIRMAN

Lynda Bluestein, Chairman, called the meeting to order at 7:35 p.m.

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Jacob Hen moved and Sue Brand seconded approval of the October 18, 2010 minutes. The motion passed unanimously.

II. REPORTS

A. Director of Health

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

- Over 300 doses were given at the Flu Clinic held at the Senior Center on October 19th.
- 80 doses were given to Board of Education employees
- a clinic is scheduled for town employees on November 9th.
- Regular clinics will be held at the Nursing Offices from 11:00 a.m. to 2:00 p.m. every Wednesday during November and December
- if there is still vaccine left, they have tentatively made plans to hold a Medical Reserve Corp run free clinic on the Sherman Green on November 20th. The clinic will be run as a combined drill/exercise.

2. Orders/Housing Issues: Mr. Cleary reported that there is an overcrowding issue on the north side of town. Inspectors went in with Zoning and found six students living at the residence. An overcrowding order will be issued.

3. **School Gardens:** Mr. Cleary reported that there was lead testing done at a school and the last rounds of samplings had levels of under 100. They are working with PTA members on the levels in soil in the remaining school gardens.
4. **Operational Audit:** Mr. Cleary reported that he received a draft of the Operational Audit input, which was broken down into two reports. The first was Descriptive Profile of the Health Department and the second was Best Management Practices. Department Heads will be providing their comments on the draft, which will be used to compile the final report. The final report then goes to the First Selectman for review before submission to the Board of Finance. After the Board of Finance reviews the final report, they may have recommendations for the various departments.

Mr. Cleary reviewed two new forms developed to assist with efficiencies in the field. The forms are being field-tested and if needed, revised before printing a significant quantity.

5. **Upgrade of Nursing Program:** Mr. Cleary reported he, Joanne Ryan, Mari Jo Panettieri and the IT consultant participated in the initial meeting to discuss the database upgrade to be MS SQL compliant. At Mr. Cleary's request, Ms. Panettieri provided documents to show the functionality of the current program. The Programmer is reviewing those 150 pages. Current time frame is 3-4 months to develop, with a work out in the 4th month to tweak the system. In March they will roll out the program to three select schools and in June take any user comments to update the database in July and be ready to train the nursing staff in August. A lengthy discussion followed on various aspects of the upgrade and what it will mean to the Nursing staff and the Board of Education.

Mr. Cleary reported that one of the requirements he is requesting has to do with improved surveillance reporting. During H1N1 he received daily absenteeism reports which were used to produce a report for the Town website. Yearly during flu season, the Health Department is required to assess how wide spread flu activity is throughout the community. The information is used to provide what the State calls "syndromic surveillance," which applies to surveillance using health-related data that precede diagnosis and signal a sufficient probability of a case or an outbreak to warrant further public health response.

Once this Nursing Program is up and running, Mr. Cleary stated they will begin to look at the database for the administrative/environmental side of the Health Department.

6. **Town Website:** Mr. Cleary reported that information on bed bugs is now available on the Town website. Joanne Ryan is working with Sarah Levy on revising the head lice presentation for the website as well as informational links. Mr. Cleary has been investigating links on hoarding and it may be that the Health

Department has to develop its own content on this subject. Ms. Bluestein suggested checking the Salt Lake City website for information.

B. Public Health Nursing Supervisor

1. **Head Lice:** Ms. Ryan reported that the head lice presentation is being given to the Osborne PTA on Wednesday.
2. **Medication Regulations:** Ms. Ryan reported they received a draft of the new medical regulations. She and Dr. McDonald will be attending a December 2nd workshop, which is being sponsored by the State to provide guidance on the policy revisions. Ms. Ryan has extended an invitation to the Central Office to see if anyone wanted to attend.

Major highlights include coaches/trainers being able to give inhalers and epi-pens to students; the administration of meds in before and after school programs and school readiness programs that are exempt from licensure by the State DPH; self-administration by students of inhalers and epi-pens and language changes throughout the document.

III COMMUNICATIONS

Ms. Bluestein reported she received the annual reminder from Betsy Brown, Town Clerk, to set the meeting schedule and election of Officers during December. Mr. Cleary will e-mail the members the proposed 2011 meeting schedule for review.

IV OLD BUSINESS

There was no new business to discuss.

V NEW BUSINESS

1. **Addition to Agenda:** A motion was made to add the Appointment of the Deputy School Medical Advisor, Deputy Well Child Clinic Medical Advisor and Deputy Town Medical Advisor to the agenda. Beth Garrell moved and Jay Hen seconded adding the item to the agenda. The motion passed unanimously.
2. **Appointment:** A motion was made to appoint Dr. McDonald as the Deputy School Medical Advisor and the appointment of Dr. Scholan as Deputy Well Child Clinic Medical Advisor and Deputy Town Medical Advisor. Ellen Marks moved and Beth Garrell seconded approval of the appointments of Dr. McDonald and Dr. Scholan to their respective offices. The motion passed unanimously.
3. **Board Seat:** Ms. Bluestein reported that the First Selectman has recommended a replacement for Beth Garrell. Jay Hen stated he also had a name to submit for consideration. Ms. Bluestein asked all members to e-mail her any

recommendations, as well as a one-page biography. She will then consolidate the information, send it to the Board for review and then recommend a replacement.

ADJOURNMENT:

There being no other business to discuss, the meeting was adjourned at 9:10 p.m.

Respectfully submitted,