



Norwalk Board of Health
October 24, 2017
8:00 AM
Library
Minutes

Monthly Meeting
Minutes

Call to order at 8:04 AM Present:

Board of Health –Janet Karpiak, M.D., Theresa Quell, PhD, RN, Kenneth Lalime, RPH (phone), Vincent Amoruccio, (phone)

Staff –Theresa Argondezzi, Health Educator/ Acting Director of Health, Tom Closter, Environmental Director, Megan DiMeglio Project Coordinator, Kaitlin Latham, Health Education Associate, Pat DiPietro, Business Manager

Approval of the September 27, 2017 meeting minutes Dr. Quell moved and Dr. Karpiak seconded a motion to approve the minutes with an edit to the last sentence. The minutes passed unanimously.

Performance Management Annual Analysis

Ms. Argondezzi presented the 2016-2017 performance management department wide dashboard. The dashboard summarizes the overall performance of the department and the six divisions within fiscal year 2016-2017. Ms. Argondezzi explained each Supervisor will review their division dashboard and give a highlight and a challenge for the past year.

Health Education

Ms. Latham presented the Health Education dashboard. The highlight for the Health Education division was measure 3.1: # press releases distributed. Target was 24, actual was 27. A challenge last year was measure 4.1: # of Restaurants Enrolled in Healthy Restaurant Program. Target was 6, actual was 1. Ms. Latham explained the challenges around enrolling restaurants into the program. The Healthy for Life Project hired an Eat Well Coordinator to facilitate outreach and

restaurant enrollment, and to provide program support. Ms. Latham explained since hiring the Eat Well Coordinator 4 more restaurants have been enrolled in the program. Another challenge was measure 2.3: % of afterschool staff overall satisfied with Fit Kids. This measure met its target and exceeded it at 93% of afterschool staff reported being satisfied with the Fit Kids program. The annual goal was 90%. Fox Run, Side by Side, and Columbus did not return their surveys. All schools were offered paper and electronic surveys but three schools did not respond to either method. Fox Run has historically been less satisfied with the Fit Kids program, and if their surveys had been returned, the results for this measure may have been lower.

Laboratory Services

Ms. DiPietro presented the Laboratory dashboard. All five of the performance measures in this division met the targets. Highlights for the Laboratory division included measure 2.1: CAP proficiency score for clinical license (100%) and measure 2.2: Environmental proficiency score (100%).

Administration

Ms. DiPietro and Ms. DiMeglio presented the Administration dashboard. Ms. DiPietro explained one challenge this year was in measure 1.1: % of program and financial grant reports completed within required timeframes. Ms. DiPietro explained grants were completed within their required timeframes 93% of the time this fiscal year. Some challenges that prompted delays in grant reports included late contract materials from state agencies, problems with required budget workbooks, and one late employee credit card reconciliation. Ms. DiPietro stated since Q3 she has instituted a new credit card process to ensure credit card statements are accounted for and received on time.

Ms. DiMeglio explained one challenge was measure 3.1: # of quality improvement (QI) projects completed. The target was to complete two projects. Four QI projects were ongoing throughout the year, but only one QI project was able to be completed this fiscal year: the Travel Immunization QI project. Ms. DiMeglio explained that in the future she hopes to conduct more rapid QI projects. The highlight was measure 4.1: Develop plan for meeting reaccreditation measures. A timeline was developed for FY 2017-2018 the accreditation workgroup will reconvene and start working towards reaccreditation in this fiscal year.

Environmental Health

Mr. Closter presented the Environmental Health dashboard. In total, 14 out of 15 performance measures in this division fully met the targets. One challenge identified was measure 1.1: % of food establishment inspections conducted by fiscal year-to-date and annually. Inspectors conducted 1,601 establishment inspections for the fiscal year, short of the 1,785-inspection target. This total was 4% lower than the previous year. Mr. Closter noted that staff time off peaked during the summer months, making it difficult to meet the mandate. Highlights for the

Environmental Health Division include measure 2.1: % of food licenses renewed by due date; 2.2: % of salon licenses renewed by due date; and 2.3: % of pool licenses renewed by due date. All three measures exceeded their targets.

Preventable Diseases

Ms. Argondezzi presented the Preventable disease dashboard. One highlight for this division was measure 4.1: % children completing age-appropriate immunizations by their second birthday. The target was 85% and actual was 92%. Not only did this measure exceed its target, but it's also the highest rate in the State. Another highlight was measure 5.1: % epidemiological interviews completed for children with blood lead levels greater than 15 micrograms per deciliter. This target was 100%, and the actual was 100%. In addition, the Lead Prevention Program Associate makes every effort to intervene and educate families of children with blood lead levels below 15 mcg/dL to prevent children's levels from increasing.

One challenge for this division was measure 2.2: % of critical fields completed properly within Travel & Adult Immunization patient records. The percentage of records with critical fields completed improved only slightly when compared to the previous year (65% and 67%). Although the average percentage remains below the target, Ms. Argondezzi noted a consistent upward trend each quarter. New staff members joined the division this fiscal year, and the learning curve likely explains much of the challenge with this measure.

Another challenge was measure 1.2: % of qualifying STD patients completing full series of HPV, Hepatitis A, and Hepatitis B vaccinations. Although the intended target was not met, the rates of completion last fiscal year are consistent with or better than rates reported throughout the country. According to the US Centers for Disease Control and Prevention (CDC)'s most recent data from 2014, Hepatitis A vaccination coverage among adults aged ≥ 19 years was 9%; Hepatitis B vaccination coverage among adults aged ≥ 19 years was 24.5%; and HPV vaccination coverage among adults aged 19–26 years was 40.2% for females and 8.2% for males (MMWR, February 2016). Dr. Quell suggested removing the measure, and Dr. Karpiak agreed, which was a suggestion that the Division Supervisor had made in her report as well.

Emergency Preparedness

Ms. Argondezzi presented the Emergency Preparedness dashboard. Measure 1.1 posed a small challenge this year: # trainings delivered on Norwalk Health Department emergency plans. The target was 4 trainings, and the actual was 3. Ms. Argondezzi noted that this measure prompted the supervisors to discuss the need to better document and evaluate trainings. One highlight for this division was measure 3.1: # of volunteers on the Emergency Response Team. The target was 30 volunteers, and we exceeded this target by 9 for a total of 39 volunteers.

Other Business

Ms. Argondezzi informed the Board that the search for a permanent Director of Health is moving forward.

Adjourn at 9:20 AM