

**CITY OF NORWALK
BOARD OF HEALTH
SPECIAL MEETING
AUGUST 30, 2022**

ATTENDANCE: Janet Karpiak, M.D.; Theresa Quell, Ph.D., R.N.; Norman Weinberger, M.D.

OTHERS: Deanna D'Amore, Director of Health; Theresa Argondezzi, Assistant Director of Health, Community Health; Megan Faugno, Special Projects Manager; Brian Weeks, Program Director of Epidemiology & Informatics; Aniella Fignon, Public Health Program Associate; Bill Mooney, Assistant Director of Health, Environmental Health

CALL TO ORDER

Ms. D'Amore called the meeting to order at 8:04 a.m. A quorum was present.

APPROVAL OF THE MINUTES

• March 22, 2022 Meeting Minutes

**** DR. WEINBERGER MOVED TO APPROVE THE MINUTES OF THE MARCH 22, 2022 MEETING.**

**** DR. KARPIAK SECONDED.**

**** THE MOTION TO APPROVE THE MINUTES OF THE MARCH 22, 2022 MEETING AS SUBMITTED PASSED UNANIMOUSLY.**

• April 26, 2022 Meeting Minutes

**** MS. QUELL MOVED TO APPROVE THE MINUTES OF THE APRIL 26, 2022 MEETING.**

**** DR. WEINBERGER SECONDED.**

**** THE MOTION TO APPROVE THE MINUTES OF THE APRIL 26, 2022 MEETING AS SUBMITTED PASSED UNANIMOUSLY.**

• May 24, 2022 Meeting Minutes

**** MS. QUELL MOVED TO APPROVE THE MINUTES OF THE MAY 24, 2022 MEETING.**

**** DR. KARPIAK SECONDED.**

**** THE MOTION TO APPROVE THE MINUTES OF THE MAY 24, 2022 MEETING AS SUBMITTED PASSED UNANIMOUSLY.**

DIRECTOR'S REPORT

Ms. D'Amore provided staffing updates. The epidemiology position has been added to the Department budget. Mr. Weeks had a title change to Program Director of Epidemiology & Informatics. Ms. Faugno will transition to the Community Health division as Special Projects Manager, although she will continue to assist the administrative division with her former duties as Project Coordinator, such as accreditation, as the position is currently open. Ms. D'Amore then updated the Board Members on a number of other changes in staffing titles and positions.

Ms. D'Amore explained that the Department was working to update its Confidentiality Policy to reflect its compliance with the Health Insurance Portability & Accountability Act (HIPAA) and that they are exploring the option of becoming a hybrid entity organization. There are portions of the Department's work that are covered by HIPAA and other portions that are covered by State public health law. Becoming a hybrid entity would allow the Department to use different tools to manage information governed by each authority.

COVID-19/MONKEYPOX UPDATES

a. Surveillance

Mr. Weeks presented his report and the public Norwalk COVID-19 data hub website. He noted that Norwalk's community levels were currently in the low end of the Medium range. With school starting on August 31st, an uptick in cases is expected. Mr. Weeks reviewed the updated quarantine requirements and stated that there are many resource links available on the City website.

Mr. Weeks reviewed the current monkeypox case number, with Fairfield County having the highest number of cases (30) in the State. He reviewed details on the website with Board Members.

b. Immunizations and Outreach

Ms. Argondezzi said that there had been a strong outreach effort at Stepping Stones, farmers' markets, and pre-school locations. The key focus is on encouraging residents to be up-to-date on their vaccinations. Community health workers are encouraging people to mask indoors and have home tests on hand, along with taking advantage of all the free testing available.

The department is waiting for the booster and expects to see a large demand once it becomes available.

The State has been hosting weekly meetings on monkeypox, including messaging and making the information available to the community.

A good relationship has been developed with the Stamford Health Department in many areas, including communication and vaccination information exchange.

STRATEGIC PLANNING UPDATE

Ms. D'Amore stated that the Department distributed a stakeholder survey in English, Spanish and Creole to community members, leaders, and organizations, which received 75 responses to date. The submission time is still open. The Department held a strategic planning session in July, where an environmental scan provided an overview of the department and its community's current circumstances. A number of priority areas were determined, including the evaluation of programs and services and technology. There have also been a number of discussions about advancing the future of public health.

PERFORMANCE MANAGEMENT

Ms. Fignon thanked the Board Members for reviewing the proposed performance management division dashboards with changes made by teams of supervisors and staff. She then displayed the administration dashboard as an example and reviewed the major system updates, such as measure domains and a definitions and details tab. Objectives and measures were updated for each division, and measures were categorized in domains. Each measure is measured with metrics developed based on targets that the Division would like to reach each quarter.

The tab displaying definitions and details outlines why the data will be collected and how they will be achieved. Supervisors will be responsible for quarterly data reporting, but the dashboards delineate other staff members' data collection responsibilities.

Ms. Quell said that it was clear that the staff was working very hard.

Ms. Argondezzi noted that this was Ms. Fignon's first time working on Performance Management and she was doing an excellent job and showing strong leadership.

BODY CARE TECHNICAL STANDARDS

Ms. D'Amore stated that the Board of Health sets technical standards for Body Care and Body Art and that Mr. Mooney would be recapping changes to the standards for the Board Members.

Mr. Mooney explained that there were changes promulgated by the CT Department of Public Health (DPH), specifically regarding licensing requirements for Body Care and Body Arts practitioners. He reviewed specific licensing updates for individuals providing eyelash, nail, and tattooing services. Mr. Mooney noted that in addition to the Health Department's technical standards, DPH also has training requirements for certain practitioners.

Ms. D'Amore said that the Board Members could vote on these technical changes next month after they review the written materials.

POLICIES & PROCEDURES

- a. After Action Report**
- b. Foodborne Disease Outbreak Investigation**
- c. Lighthouse Awards**
- d. Reportable Infectious Diseases Reference Manual**
- e. Septic Permitting**

Ms. D'Amore provided an overview of several changes that had been made in the various policies and procedures following suggestions by the Board Members.

**** MS. QUELL MOVED TO APPROVE THE FOLLOWING POLICY AND PROCEDURES CHANGES AS PRESENTED:**

- A. AFTER ACTION REPORT**
- B. FOODBORNE DISEASE OUTBREAK INVESTIGATION**
- C. LIGHTHOUSE AWARDS**
- D. REPORTABLE INFECTIOUS DISEASES REFERENCE MANUAL**
- E. SEPTIC PERMITTING**

**** DR. KARPIAK SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

SPOTLIGHT: INTERN/VOLUNTEER APPLICATION PROCESS

Ms. Fignon said that while the Health Department has had interns and volunteers in the past, there had never been a formal application process. She explained that based on supervisory experience, there was a need to clarify the kind of information needed by the Department to decide whether the applicant was handled formally (i.e., as an intern) or informally (i.e., as a volunteer). A formal application process has now been set up. Ms. Fignon gave a brief overview of the new application process, which captures applicant information like availability, internship requirements, and areas of interest.

PUBLIC PARTICIPATION

There was no one from the public that wished to address the Board Members at this time.

ADJOURNMENT

Ms. D'Amore adjourned the meeting at 9:04 a.m.

Respectfully submitted,

S. L. Soltes
Telesco Secretarial Service