

**CITY OF NORWALK
NORWALK BOARD OF HEALTH
REGULAR MEETING
MAY 28, 2024**

ATTENDANCE: Frank Ehrlich, MD, Ken Lalime, RPh, Joan McNeil, DNP, Norman Weinberger, MD

STAFF: Deanna D'Amore, Director of Health, Aniella Fignon, Project Coordinator, Megan Faugno, Special Projects Manager; Brian Weeks, Program Director of Epidemiology and Informatics

CALL TO ORDER

Ms. D'Amore called the meeting to order at 8:01 a.m. A quorum was present.

APPROVAL OF MINUTES

• April 30, 2024

**** DR. WEINBERGER MOVED THE MINUTES OF THE APRIL 24, 2024 MEETING.**

**** MS. MCNEIL SECONDED.**

**** THE MOTION TO APPROVE THE APRIL 24, 2024 MEETING MINUTES AS SUBMITTED PASSED UNANIMOUSLY.**

QUALITY IMPROVEMENT PLAN UPDATE

Ms. D'Amore said that they have been working on the 2024-2026 Quality Improvement Plan updates. Ms. Fignon greeted everyone and displayed a slide deck. She shared that the Quality Improvement (QI) workgroup had been working on updating the plan for the past year.

Ms. Fignon provided an overview of QI in public health and described it as the use of a deliberate and defined improvement process. She said that this was required in order to be a nationally accredited organization. There are six foundational elements to a culture of quality improvement: Leadership commitment, QI infrastructure; employee empowerment; customer focus; teamwork and collaboration, and continuous quality improvement.

Ms. Fignon shared an overview of what a Quality Improvement Plan was and explained it focuses on providing improved service to the clients. She outlined the details of the Norwalk Health Department's QI Plan and displayed a chart of the departmental road map along with the organizational structure. She also explained that the Level 1 was the lowest level where there was no knowledge of QI and the levels proceed to Level 6, where the staff is aware of QI throughout the day and work for continued improvement.

Ms. Fignon explained that she and Ms. D'Amore had reviewed the Department's status in terms of the QI plan. The Department has a number of new staff members and the evaluation indicated that the Department was between Levels 4 and 5. They will work towards attaining Level 6.

They also considered how to select members for a work group and creating a work group charter. She displayed a slide listing the various "Rules of Engagement" which will be used for the Work Group. The next slide included the list of members including: Pamela Bates, Immunization Action Plan Coordinator; Kevin Closter, Health Inspector; Deanna D'Amore, Director of Health; Megan Faugno, Special Projects Manager; Aniella Fignon, Project Coordinator; Catalina Mosquera, Public Health Program Associate; Kory Tobias, Public Health Nurse; Kelley Tomlinson, Health Educator; Brian Weeks, Program Director of Epidemiology & Informatics.

The next topic she presented was the proposed QI Work Plan with three key goals and a number of sub goals along with the project story board. This will allow the staff to share the progress with QI Plan and projects with anyone.

Dr. Ehrlich said that both the presentation and proposed plan were very good. He suggested that they plan ahead so there are no more "pauses" if another epidemic occurred. He noted that one of the flaws in the hospitals QI plans was that they were not prepared for such an event.

Ms. McNeil agreed with Dr. Ehrlich that the presentation and proposed plan were very good. She wished to know when they planned to share it with others. Ms. Fignon said that now that they had presented to the Board, they would like to start sharing it with the staff and when new employees are onboarded, it will be part of the training and orientation.

PHAB ANNUAL REPORT

Ms. Fignon said that the Annual Report that was submitted to the Accreditation Board at the end of March. The Board accepted the report which included some narratives. She said Mr. Weeks had submitted a reflection report about surveillance along with 10 monitoring metrics for public health outcomes. The Department is required to select a public health metric to focus on each year. This year's metric was obesity. Ms. D'Amore presented the overall narrative which highlighted the strategic plan and how they planned to move forward.

EPIDEMIOLOGY UPDATE

Mr. Weeks said during the warmer months, there were some general guidance lines for the respiratory illness. The CDC was encouraging everyone to keep their immunizations updated including the RSV vaccines for those who qualify. The general national picture shows minimum activity for respiratory illness, including for the city of Norwalk. California has a slightly higher occurrence than the rest of the nation.

Mr. Weeks then spoke about the current status of the omicron cases and the different variants involved. He cautioned everyone that when a new variant becomes evident there is always a

slight uptick in cases. He displayed the Respiratory Virus Guidance Snapshot chart about how to avoid spreading the illness, which includes additional prevention strategies such as masking, distancing and testing.

Dr. Ehrlich asked if there was any variation in the data between pediatrics and the adult cases. Mr. Weeks said that the data included both pediatrics and adults. He noted that they are continuing to monitor the wastewater and there has been a slight increase on the West Coast.

DIRECTOR'S REPORT

Ms. D'Amore said that the City would be hosting an Enforcement Event that will highlight the various departments including Planning & Zoning, Blight, the Health Department, Police and Fire on May 30th. It will be an in person event, but also available online.

PUBLIC PARTICIPATION

Ms. Diane Lauricella, of Little Fox Lane, greeted the Board. She said that she had occasionally addressed the Board about continuing to find creative ways to communicate to the public about ways to reduce infections. She noted that she recognizes how difficult the Department's work is. She feels that there are more ways to let the public know about more positive solutions. She suggested using Mr. Weeks' graphic to mail out to the public.

ADJOURNMENT

Ms. D'Amore adjourned the meeting at 8:45 a.m.

Respectfully submitted,

S. L. Soltes
Telesco Secretarial Services