

**CITY OF NORWALK
BOARD OF HEALTH
REGULAR MEETING
MAY 24, 2022**

ATTENDANCE: Theresa Quell, Ph.D., R.N.; Ken Lalime, R.Ph.

OTHERS: Deanna D’Amore, Director of Health; Megan Faugno, Project Coordinator; Aniella Fignon, Public Health Program Associate; Brian Weeks, Epidemiologist

CALL TO ORDER

Ms. D’Amore called the meeting to order at 8:07 a.m. A quorum was not present.

APPROVAL OF THE MINUTES

• March 22, 2022 Meeting Minutes

The minutes were not approved at this time because there was not a quorum present.

• April 26, 2022 Meeting Minutes

The minutes were not approved at this time because there was not a quorum present.

Mr. Lalime asked if the bylaws would allow the Board Members to vote by email. Ms. D’Amore said that she would check into this with Corporation Counsel.

DIRECTOR’S REPORT

Ms. D’Amore announced that the Health Department received a Distinguished Service Award from Norwalk Community College (NCC). She thanked the staff for their hard work and efforts during the pandemic. Ms. D’Amore said that NCC had also honored 60 alumni and one of the Health Department employees, Rochelle Felix, was included among those honored.

Ms. D’Amore said that the Health Department has been working on a plan to address the recommendations in the Efficiency Study for the Health Department, which included a recommendation to review and update the ordinances related to the role of the Board of Health, Chief of Community Services, Community Services Department, and the Health Department. Ms. Fignon has started reviewing the ordinances.

Ms. D’Amore explained that another recommendation was to transition to a web-based system for Environmental Services. She said that this recommendation has been incorporated within the

Performance Management system for next fiscal year. The discussion moved to how the Connecticut Association of Directors of Health should work together on a unified system to be used across the state.

COVID-19 Updates

a. Surveillance

Mr. Weeks presented his regular report on the current status of COVID-19. He displayed a graph with COVID case rates broken out by county, which showed Fairfield County in the medium category, along with Tolland County. The other six Connecticut counties are ranked as high. For those counties, general masking and being up-to-date with COVID vaccinations and boosters are recommended.

Mr. Weeks also displayed a surveillance chart that indicated the variants that were most prominent across the nation and a graph displaying COVID-associated hospitalizations from June 2021 to May 23, 2022. He also presented a chart illustrating the break-out of COVID cases by municipalities for the State of Connecticut and reviewed current national flu surveillance data.

Mr. Weeks went on to announce that COVID testing was available at the Lockwood Mathews Mansion four days a week. The testing schedule is available on the City website.

A brief discussion followed about the various sources of data for compilation and the presentations made to other audiences. Ms. D'Amore said that these presentations have been made to the Common Council monthly.

b. Immunizations and Outreach

Ms. Faugno presented an overview of the State's COVID-19 Immunization Action Plan (CAP), which focuses on health equity by increasing immunization access. She explained that the Health Department oversees both the Norwalk and Danbury catchment areas and that the community health workers (CHWs) are engaged in virtual and in-person outreach to improve health equity.

STRATEGIC PLANNING UPDATE

Ms. D'Amore stated that the work continues on updating the Strategic Plan. Mr. Lalime pointed out that things are changing so fast that having a three- or five-year plan was almost pointless. Ms. D'Amore then displayed the 2017-2019 Strategic Plan and agreed that it might be better to develop another two-year plan and amend it yearly.

Ms. D'Amore described a number of projects that the Health Department had worked on and changes that had been implemented during the past few years in alignment with the 2017-2019 Strategic Plan.

PERFORMANCE MANAGEMENT

Ms. Fignon updated the Board Members on efforts to develop and revise FY 2022-2023 performance management dashboards for each of the Health Department's divisions. A major distinction from previous dashboards is that the new dashboards attempt to capture the work of all employees, rather than focusing solely on general division goals.

Ms. D'Amore stated that the performance management dashboards would be presented on during the next Board meeting so that Board members have an opportunity to provide input.

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 said that the Board Members could vote on this next month. Mr. Lalime thanked the staff for providing a summary of changes to each policy.

PUBLIC PARTICIPATION

Ms. Lauricella said that she had missed the end of Mr. Weeks' presentation due to technical difficulties. She said that there had been many changes since the previous administrator had left. She suggested public listening sessions because the Board has their meeting when most of the public cannot attend. She requested having a listening session in the evening with adequate public notice before they finalize their Strategic Plan. She wished to stress the public side of the Public Health and said that she would like to see the previous strategic plan.

Ms. D'Amore said that there would be an evening meeting in June, as prescribed in the Board of Health's annual schedule, which was adjusted to convene its third meeting of each quarter in the evening to accommodate public requests for alternative meeting times. She added that she would send Ms. Lauricella copies of past Strategic Plans, which are also available online.

ADJOURNMENT

Ms. D'Amore adjourned the meeting at 9:06 a.m.

Respectfully submitted,

City of Norwalk
Board of Health
Regular Meeting
May 24, 2022

S. L. Soltes
Telesco Secretarial Service