

BOARD OF HEALTH

Minutes of Meeting of December 13, 2016

Chair Carol Bradford, Board members Susan Sama, Linda Huet-Clayton, Health Director William Murphy and BOH Administrative Assistant Michele Korman were present in the DPW conference room at 3:40pm and the meeting commenced at 3:45pm.

Minutes of Meeting of November 15, 2016 were approved

Invoices were approved

Correspondence was reviewed and included the following:

- (a) DJ Wilson email to W. Murphy, Health Director: Sudbury Tobacco DRAFT: 11/17/16
- (b) FY '18 BOH Budget Form
- (c) November Nurse Report
- (d) October-November Health Director Report
- (e) November Social Worker Report

3:45pm: Chair Carol Bradford called Board of Health Meeting to order

3:45pm: Introduction of Susan Iuliano, Town of Sudbury Board of Selectman and invited guest

3:45-4:30pm: Board of Health power point presentation to Board of Selectman member, Susan Iuliano

- Bill Murphy, Health Director presented an overview of departmental policies and procedures
- The Board of Health operates under a 3-member elected Board
 1. BOH Health Director
 2. Public Health Nurse
 3. Social Worker
 4. Contracted Food Inspector
 5. Administrative Assistant
- Health Director's Responsibilities Include:
 1. Environmental Health
 2. Compliance Administration
 3. Engineering
 4. Support/Crisis
 5. Meetings
 6. Special Projects
 - a. Household Hazardous Waste Collection
 - b. Environmental Review of projects that come up
 1. Raytheon Development
 2. Review and updating of current health regulations
 1. Tobacco
 2. Septic
 3. Well

4. Animal Keeping

- Board of Health Nurse Presentation:
- Phyllis Schilp, Board of Health Nurse provided an overview of the responsibilities, policies and procedures she is involved in in her role as Board of Health Nurse:
- Services Provided:
 1. Disease Surveillance
 2. Emergency Planning
 3. MRC Director
 4. Home visits
 5. Camp inspections
 6. Screening/Procedures
 7. Health Education
 8. Vaccination Programs

- Looking Forward:
 1. Emergency planning
 2. Growing the vaccine program
 3. Policies/procedure planning- working manual

- Social Worker Presentation:
- Bethany Hadvab, Sudbury Board of Health Social Worker provided an overview of her responsibilities in her role as Board of Health Social Worker:
 1. Health-Wellness
 2. Social-Environmental Wellness
 3. Annual socio-economic, cultural and environmental conditions

- Services provided include:
 1. Collaboration between town departments
 2. Financial needs
 3. Outreach-Education
 4. Case management
 5. Crisis Intervention
 6. Assessment, Consult, Referral services
 7. Manage volunteers, donations

- HOPESudbury:
- HOPESudbury is a community organization/fundraiser that provides financial assistance to individuals on an emergency basis.

- Looking Forward:
 1. Continue assessing community need(s)

2. Develop social work policy/procedures manual
 3. Collaborate with Healthy People 2020
 - a. Health Initiatives
 - b. Mental Health
 - c. Physical Health
 - d. Substance Abuse/Tobacco Issues
- FY '18 Budget:
 1. Level-funded budget request
 2. Mosquito Control: 2.5 % increase proposed
 3. Contracted Services: \$2,000.00 increase proposed
 - Proposed Tobacco Regulations:
 1. Bill Murphy, Health Director has received recommendations from DJ Wilson, Mass Municipal Association Tobacco Control Director, in regards to updating current BOH Tobacco Regulations
 2. Process for moving forward includes:
 - a. Informational Sessions
 - b. Public Hearing
 - c. Limit permitting- cap # of permits issued

Health Director's Report October 2016

Food Inspections- The remaining school cafeteria inspections were conducted. (Noyes, Loring, LS High, and Haynes). Schools were advised to increase monitoring for pest and rodents.

Septic Inspections- There were 3 soil evaluations and 18 installation/repair inspections.

Household Hazardous Waste Collection- There was comprehensive planning for the HHW collection throughout the month. Meetings were held with DPW personnel and Clean Harbors representatives. Traffic, disposal set-ups, and logistics were discussed.

ALICE Training- Bill Murphy attended the two day ALICE training sponsored by the police department. ALICE training provides an effective response to active shooters. Teachers, law enforcement, and town staff attended. Contents of course will be shared with departmental staff.

Social Worker Office Relocation- The social worker's office is being relocated from the Flynn building to the DPW building. The office is being constructed

and will be finished in November.

Emergency Preparedness Panel at COA- Police, fire, and health department staff participated in a panel discussion of emergency planning and procedures for the seniors at the COA. Phyllis and the nursing interns presented along with the

department heads. List of Meetings:

1. Department heads_staff meeting (attended by Phyllis in my absence)
2. Staff meeting
3. Flu Clinic
4. Coolidge Apartment expansion
5. National Development -Meadow Walk
6. Melone Gravel Pit- Geo-Insight - November 17th presentation
7. Eversource Transmission Line – Selectman's meeting at LS High

November 2016 BOH Nurse Report

At the Sudbury COA there was 5 BP/Glucose screening dates with a total of 82 attendants. Health information on a variety of health topics was incorporated in each visit depending upon the client's health care educational needs.

Health information board was updated to Memory Loss. We had a Memory Screening which had 15 participants. They received a Mini cognition memory test, memory materials from the Alzheimer's Assoc., and counseling on memory loss and older adults.

There were 6 communicable diseases reported for Sudbury for the month of November that required follow up and case reporting to the state.

Flu season is winding down. We had 2 metro west flu clinics and 3 dates for walk in board of health clinics. We gave a total of 62 flu shots. All reimbursement and MIIS documentation being completed. Received another check for the revolving account for

\$714.06.

Total for 2015 Flu reimbursement:

Reimbursement: \$11,411.94

Vaccine Cost: -\$7,672.13
Profit: \$3,739.81

Many complicated home visits. Working closely with Bethany Hadvab on many cases.

Published in the Town Manager's Newsletter for November/December on flu season wrap up.

Attended a PHEP meeting on November 17th. Ran a staff activation EDS drill for a required PHEP deliverable. Had 16 out of 20 respond within the 2-hour window provided. This is a great response to the drill. Attended an MRC executive meeting on November 9th. Our volunteer coordinator resigned. Currently working on the new job description and scope of practice. There has been an increased amount of work with the PHEP funding. Future discussion on this topic is needed. Many bills are being paid late through Cambridge Health Alliance with many follow up calls and emails.

Attended the Metro West Community Health Assessment review. The report gives significant data in which residents expressed concerns related to public health and wellness. Mental health issues seem to dominate the major concerns. Also attended a meeting with town wide departments who currently give donations to residents. Starting conversations on how to develop a town wide policy on gifting.

Future plans for December are to continue current screenings. Lunch and Learn on Flu at the Sudbury Senior Center on December 9th.

Respectfully Submitted

by: Phyllis Schilp

BSN, RN 12/06/2016

Meeting Adjourned: 5:20pm

Respectfully submitted: Michele Korman
Sudbury Board of Health

