

**MINUTES**  
Advisory Board of Health (ABH)  
December 8, 2015  
7:00pm – Town Hall Room 213

Attendees – Kevin Cunningham (Chair), Jose Cara (Vice-Chair), James Patrick, David Knauf (Staff)

Apologies - Andy Matthiesen

**1. Request for assistance from the City of Stamford**

- David is now serving in a temporary capacity for a short-period of time in support of the City of Stamford Health Department. Contract is in place for 3 months with a provision for month-to-month after that. Duties to include State mandated activities to fulfill statutory obligations of the City

**2. Health Needs Assessment**

- Norwalk Hospital and Stamford hospital are now in the process of updating their community health needs assessments. The Darien Health Department will be able to access this data. The Department has signed an agreement with the State of Connecticut for \$5K/year for 3 years to get National Health Department accreditation, the first step of which is to perform a health needs assessment, which should be completed in Q4 2016.

**3. Food Protection Program**

- Re-Inspection Fees – Re-inspection fees have been collected and to date over \$4K has been collected from about 20 re-inspections since inception in July and it appears this policy is making a difference.
- Website Change – Now if you click on a restaurant establishment you can view entire history of ratings and the entire inspection report for that facility.
- Revision of Rating Form & Concept Discussion – Health Department Staff is thinking about changing rating system to a letter grade and to put a QR scannable code on the paper rating so you can easily view rating detail on mobile devices
- Proposed Certificate of Excellence Program – Staff has proposed a COE program for outstanding facilities. This program is currently in development and will be refined for discussion in 2016

**4. Health Fair 2015**

- Health Fair 2015 was very successful and had a good setup with lots of vendors which encompassed a good cross-section of services. The event was better attended than previous because it was during the day and during the week. Staff will look at the idea of pairing the event with a book signing or presentation from a well-known healthcare professional. Staff hopes to present the results of the Health Needs Assessment at the 2016 Health Fair.

**5. Flu Prevention Program**

- Four clinics have been offered to date. Two have been directed at targeting seniors. At one specific event, 75 vaccinations were delivered and seniors have been asking for “high-dose” shots. There has been no demand for pneumonia vaccinations. There hasn’t been much flu nationally, perhaps due to the mild weather thus far and it is too early to determine the efficacy of the current vaccine. Staff has ordered 450 doses and has delivered 281 to date, 236 of which have been given through clinics. The on-line scheduler has also proven to be very effective.

#### **6. Budget Plan for Next FY**

- All staff very happy with their current working hours and workload, staffing should remain the same for FY16. Staff has performed an analysis of the current fee schedules relative to area departments and determined it is reflective of the work performed thus no changes are anticipated to be made to fee schedule

#### **7. Old Business**

- Microbial Source (DNA) Tracking Study Update – Still have not received funding for project. The total request was for \$55K for laboratory analysis. It is looking unlikely that we will get the funding at this point but perhaps there are other ways to get funding – staff researching potential sources.
- Noise Complaint Investigation – An individual AC unit was found to exceed noise standards during the day. P&Z and Buildings had issued permits for the units however specific mention of the need to meet sound regulations will be added to all approvals going forward.

#### **8. New Business**

- None, meeting adjourned