Anna J. Thomas, MPH
Public Health Director

Philip J. Alexakos, MPH, REHS
Chief Operations Officer

Jaime L. Hoebeke, MPH, MCHES
Chief Strategy Officer

BOARD OF HEALTH

Reverend Richard D. Clegg
Stephanie P. Hewitt, MSN, FNP-BC
Ellen Tourigny, MEd
Tanya A. Tupick, DO

CITY OF MANCHESTER
Health Department

AGENDA

BOARD OF HEALTH MEETING

MONDAY, AUGUST 12, 2019, 4:30 P.M.

MINUTES OF MAY 13, 2019, BOARD OF HEALTH MEETING

BOARD OF HEALTH PROCEDURES AND POLICY

BOARD OF HEALTH TEN COMMANDMENTS

A. PUBLIC HEALTH DIRECTOR'S REPORT

B. CHIEF STRATEGY OFFICER'S REPORT

C. ENVIRONMENTAL HEALTH BRANCH REPORT

D. INFECTIOUS DISEASE BRANCH REPORT

E. NEIGHBORHOOD & FAMILY HEALTH BRANCH REPORT

F. PUBLIC HEALTH PREPAREDNESS REPORT

G. SCHOOL HEALTH BRANCH REPORT

ADJOURN

NEXT MEETING: OCTOBER 21, 2019

1528 Elm Street • Manchester, New Hampshire 03101 • (603) 624-6466
Administrative Fax: (603) 624-6584 ~ Community Health Fax: (603) 665-6894
Environmental Health & School Health Fax: (603) 628-6004
E-mail: health@manchesternh.gov • Website: www.manchesternh.gov/health

MINUTES OF MEETING

A regular meeting of the Board of Health was held on Monday, May 13, 2019, 4:30 p.m. at the Manchester Health Department, 1528 Elm Street, Manchester, NH.

Members present: Reverend Richard Clegg, Clerk; Stephanie Hewitt, MSN, FNP-BC; Tanya Tupick, DO; Chair.

Staff present: Philip Alexakos, MPH, REHS, Chief Operating Officer; Robin Harper, Administrative Services Manager; Jaime Hoebeke, MPH, MCHES, Chief Strategy Officer; Aaron Krycki, MPH, REHS, HHS, Environmental Health Supervisor; Nicole Losier, MSN, RN, Public Health Supervisor of Infectious Disease; Anna Thomas, MPH, Public Health Director.

MINUTES: Stephanie Hewitt moved to accept the minutes of the January 14, 2019 meeting of the Board of Health and the Special Workgroup Meeting on February 11, 2019. Richard Clegg seconded. Motion carried.

PUBLIC HEALTH DIRECTOR'S REPORT: *Duly noted and accepted as submitted.*

Ms. Thomas reported on the following activities:

- Restructuring:
  - Philip Alexakos was promoted to fill the newly created position of Chief of Operations/Deputy Health Officer and will oversee the Environmental Health Branch and the Chronic Disease Branch.
  - Jaime Hoebeke was promoted to fill the newly created position of Chief Strategy Officer and will oversee the Neighborhood & Family Health Branch and the School Health Branch.
  - Aaron Krycki was promoted to serve as the Environmental Health Supervisor.
- Jade Chandronnait was promoted to fill the newly created position of Public Health Specialist II/School Nurse.
- A "Community Investors" event is being planned on June 25, 2019, at the Derryfield Country Club with the assistance of the Kresge Foundation. The goal is to bring national, state and local investors together to discuss how to work together to find sustainable funding strategies and determine the needs of the community.
- As part of the department's Strategic Planning process, the senior leaders of the department will be putting emphasis on updating its policies and procedures.
- FY19 Budget - financially the department is doing well and will have a surplus due to staff vacancies. The department has submitted its FY20 to the Mayor.
- Discussions are underway at the Board of Mayor and Aldermen level to fund a Homeless Prevention Coordinator to be housed within the Health Department.
- Discussions are also underway with CDC and NACCHO to fund a treatment and Recover Specialist which may also be housed at the Health Department.

ENVIRONMENTAL HEALTH BRANCH REPORT: Duly noted and accepted as written.

Aaron Krycki reported on the following activities:

- Since January 1st, there have been 5 failed food-service inspections. When a failure occurs, the environmental health staff works closely with operators to teach them safe food handling practices.

- The State has reinstated their food sampling program which will give the department the ability to take routine food samples from restaurants to the lab for analysis. The sample results give the staff the ability to identify issues and provide the proper education to the establishment.
- The staff continues to inspect temporary food service with 225 temporary permits being issued in March and April. The importance of licensing and inspecting temporary events to mitigate health hazards in food preparation.
- The branch held its semi-annual Food Safety Seminar on April 15th with 206 people receiving training certificates.
- Karen Sutkus continues to work with several clients and partners to address issues pertaining to sanitary living conditions and care coordination for the aging population.
- From January through April, the branch received 70 calls to retrieve used needles left on lying on the ground.
- The branch has begun providing tick-free posters and educational materials to schools and ballparks.
- The department hosted a "Legionnaires Disease: The History, Control, Remediation and Protection" training on April 30, 2019.
- Staff has begun work to get the Vectorborne Disease Program up and running on July 1st.
- The branch hosted a 2-day "Certified Pool Operator's" training on May 6th and 7th.
- Recreational water sampling will resume on June 3, 2019. Samples are taken at 12 sites throughout the city and submitted to Manchester Works for testing.

CHIEF STRATEGY OFFICER/NEIGHBORHOOD & HEALTH BRANCH REPORT: *Duly noted and accepted as submitted.*

Jaime Hoebeke reported on the following activities:

- Neighborhood Block Parties will be held on May 21st at Gossler Park Elementary School and on May 23rd at Beech Street Elementary Schools.
- With the restructuring of the department, the Oral Health Program was moved into the Neighborhood & Family Health Branch with Amy Petrie stepping up to assume a program management role in the program.
- The branch continues to work with partners with the hopes of eventually expanding the Community Schools Project into more schools.
- Grants:
  - In conjunction with community partners, a proposal was submitted to the U.S. Department of Education for the "Full Service Community Schools Program" grant. If selected Manchester will receive approximately $2.5 million over 5 years to support existing and expanded efforts at Beech Street and Gossler Park Elementary Schools.
  - A proposal was submitted in April to the Substance Abuse and Mental Health Service Administration's "System of Care Grant for Expansion and Sustainability of the Comprehensive Community Mental Health Services for Children with Serious Emotional Disturbances". If selected, Manchester will receive $1.2 million over 4 years to support wraparound services and care coordination for children with serious emotional disturbances.
- New Staff:
  - Michelle Graham, MPH, joined the branch as Supervisor of Neighborhood & Family Health.
  - Andrea Hirata, BS, joined the branch as a Public Health Specialist I to work with diabetes and heart disease.

INFECTIOUS DISEASE BRANCH REPORT: *Duly noted and accepted as submitted.*

Ms. Losier reported on the following activities:

- The branch continues to provide services for newly arrived refugee families with the current average being one family per month so far this year.
- The branch continues to provide immunization clinics for the public three times per week. There has been an increase in interest from the public to obtain the MMR vaccine.
- Four special Hepatitis A clinics have been held offsite during the months of March and April. The clinics are specifically targeting those at high risk of contracting Hepatitis A as Hillsborough County has been heavily hit with individuals testing positive for the Hepatitis A virus.
- The branch is exploring the possibility of a purchasing a street outreach van which would staff to go out into the community to provide offsite clinics.

CHIEF OPERATING OFFICER REPORT: *Duly noted and accepted as submitted.*

Mr. Alexakos reported on the following activities:

- Mr. Alexakos and Sara Morris are preparing for the region's Medical Countermeasures-Operational Readiness Review (MCM-ORR) scheduled for May 8th. CDC conducts the assessment in order to gage how plans are organized and also how the plans get things in motion.
- The branch is partnering with staff from Catholic Medical Center, Elliot Health Systems, and the Manchester Fire Department to provide a training module for "High Threat Infectious Disease Personal Protective Equipment". The training will be provided to hospital, EMS and public health staff.

SCHOOL HEALTH DIVISION REPORT: *Duly noted and accepted as submitted.*

Ms. Thomas reported that the School Health Branch continues to recruit to fill vacant School Nurse positions. Unfortunately the salary that is being offered to candidates is not competitive in today's market which has made recruitment difficult.

ADJOURN: Stephanie Hewitt moved to adjourn at 6:00 p.m. Richard Clegg seconded. Motion carried.

Respectfully submitted,

Richard Clegg
Clerk

MANCHESTER BOARD OF HEALTH
PROCEDURES AND POLICIES

In accordance with Section 3.11 of the City of Manchester Charter, "Departmental Boards and Commissions", the City of Manchester Board of Health will adhere to the following procedures and policies.

SECTION 3.11 DEPARTMENTAL BOARDS AND COMMISSIONS.

(a) In order to provide citizen input to the city departments, the board of mayor and aldermen may establish commissions to consult, advise and make policy recommendations to the department heads and board of mayor and aldermen on matters appropriate to the department.

(b) Upon request of the board of mayor and aldermen or the department head, the commission may advise the board or the department head on specific matters referred to the commission.

(c) The commission shall have no responsibility for personnel decisions or administration of the department unless otherwise required by state statute or this charter.

(d) If specifically requested to do so by the mayor, the commission may serve as a nominating committee to recommend a candidate or candidates to the mayor for department head.

(e) Upon request of the board of aldermen the commission shall assume the policy making authority of the board of aldermen in accordance with Section 2.04 of this charter. The board of aldermen shall retain the right to rescind such action.

SECTION 3.13 ADDITIONAL BOARDS AND COMMISSIONS.

The board of mayor and aldermen may establish additional commissions, boards or authorities by ordinance to consult, advise and make policy recommendations to the board of mayor and aldermen.

SECTION 3.14 MEMBERSHIP LIMITATION, APPOINTMENT, ORGANIZATION, TERMS, AND REMOVAL.

The following provisions shall apply to all commissions, boards and authorities, whether departmental commissions or commissions established by ordinance, and to extent permitted by law, commissions or boards established or required by statute hereinafter referred to as "commission:"

Adopted June 14, 2004
Amended April 12, 2010
Amended March 14, 2016
Amended January 14, 2019

(a) Membership limitations.

(1) No commission shall be comprised entirely of members of the same political party. No commission shall have a majority of members from any one ward of the city. The mayor and aldermen shall seek broad geographical representation for members of all commissions.

(2) The mayor shall establish procedures to give reasonable notice of vacancies before they are filled and provide an opportunity for application by citizens of the city.

(3) Members of commissions shall be residents of the city except as required by law.

(b) Appointments and organization. The members of all commissions of the city shall be nominated by the mayor and shall not take office until the appointment has been confirmed by a vote of eight (8) aldermen, unless the appointment has been made by the aldermen under the provisions of Section 3.14(g) 2. Each January, all commissions shall choose one of its members to chair the commission and one to serve as secretary.

(c) In the event of a vacancy in any commission as a result of resignation, death, expiration of term or other reason, the above nomination and appointment process shall be followed subject to the provisions of 3.14(b).

(d) Terms and limits. Members of commissions shall serve for three (3) year terms and shall be limited to two (2) consecutive full terms on the same commission. (A full term shall be considered a term of two (2) years or more.) No member shall take office for a term, having served two (2) consecutive terms, unless two (2) years shall have elapsed since such member completed the second consecutive term.

(e) Removal for cause. After a finding by the board of aldermen that there is cause to remove a member of a commission of the city, the member may be removed by a vote of nine (9) aldermen voting on a motion stating specific reasons.

(f) Attendance. If any member of a commission fails to attend one third (1/3) of the regularly scheduled meetings of the board or commission during a calendar year or misses four (4) consecutive meetings held by such commission, the record of attendance shall be reported to the mayor and aldermen who, upon a finding of no reasonable explanation for such absences, shall declare the office vacant.

(g) Appointment of commissions.

(1) No member of a commission shall serve in holdover status for a period longer than ninety (90) days after the expiration of any term. At the end of such period, the office shall become vacant unless the mayor has re-nominated the incumbent or nominated a

replacement. The mayor shall submit a nomination to the aldermen for confirmation not later than ninety (90) days after the expiration of the term.

(2) In the event the mayor shall fail to submit a nomination in said ninety (90) day period, the position shall be filled by the board of aldermen which shall be entitled to nominate and confirm its choice. Such confirmation vote shall require the votes of nine (9) aldermen.

(3) In the event the mayor makes a nomination in said ninety (90) day period and the nominee is not confirmed, the mayor shall be entitled to nominate a new candidate within ninety (90) days after the rejection of the prior nominee. There shall be no limit on the number of nominees the mayor may nominate as long as nominations are made within ninety (90) days of the rejection of the prior nominee.

BOARD MEMBERSHIP.

The Board of Health shall consist of five (5) members including at least one physician, one dentist, one nurse, one representative of labor, and one member of the public at large.

MISSION AND ROLE OF THE BOARD.

The mission of the Board is to support actions and activities that promote quality of life, health and general well being of the community as a whole. It performs this mission by making consultative and advisory recommendations to the Department and serving as a hearing body relative to disciplinary suspensions or revocations of food-related establishment permits.

MEETINGS.

"General" meetings of the Board shall be conducted at 4:30 p.m. on the second Monday of every other month (excluding July) or as may otherwise be agreed upon by the membership. "Special" meetings may be convened by the Chair with the giving of twenty-four (24) hours advance notice. "General" meetings shall be conducted on an informal basis by the introduction of motions, seconding, discussions, and role-call votes. If circumstances suggest otherwise, the Chair may impose strict rules of parliamentary procedure in accordance with Robert's Rules at any general or special meeting.

QUORUM.

A quorum is considered a majority (more than half) of the voting members. Since there are 5 voting members of the Board, a quorum would require at least 3 voting members be present. For voting purposes, a majority vote is required to adopt a motion or to elect to office. A majority vote is defined as "more than half of the votes cast by members

legally entitled to vote." Robert's Rules further explains that it is the majority of the voting members present and voting. If there are 5 voting members of the Board, but only 3 are present, a vote of 2-1 is still sufficient to carry an issue.

OFFICERS.

The Board shall elect from its membership a chairperson and secretary (or clerk as the case may be) in accordance with municipal or statutory requirements. "Pro Tempore" officers may be elected in the absence of a chair or secretary.

MEETING AGENDAS.

The Board shall review and discuss brief reports submitted by the Director and individual division heads regarding their individual spheres of responsibility. Such reports are requested to be transmitted to the Board prior to all general meetings. Agendas shall include other new and old business properly related to the role and mission of the Board.

PROCEDURAL HEARINGS.

Hearing matters related to the regulation of community-related health matters shall be conducted in accordance with procedural rules of the Board and applicable statutory or municipal requirements.

NON-COMPLIANCE WITH PROCEDURES & POLICIES.

The Health Department's Administrative Services Manager, who also serves as the Secretary to the Board of Health, will inform members if they are in jeopardy of being non-compliant, or even close to non-compliance, with the procedures and policies of the Board of Health.

NEW MEMBER ORIENTATION.

A copy of these procedures and policies will be given to all new Board of Health members upon appointment.

Adopted June 14, 2004
Amended April 12, 2010
Amended March 14, 2016
Amended January 14, 2019

Board of Health
Manchester, New Hampshire
Ten Commandments
1922

1. **Thou shalt have no unvaccinated persons in thy family.**

2. **Thou shalt not make unto thee any hot biscuit nor any mince pie nor any likeness thereto, for thy stomach is a jealous stomach, visiting pain and discomfort upon them that abuseth it.**

3. **Thou shalt not take any patent or advertised medicine for thy ills, for thy stomach will not hold him guiltless that taketh unknown mixtures.**

4. **Remember that Sabbath Day to take a great bath. Six days shall though wash and keep thyself clean, but on the seventh day though shall take a great bath, though and thy manservant, and thy maidservant, and the stranger that is within thy gates, for in six days man sweats and collects bacteria enough for disease, wherefore the Lord hath blessed the bathtub and hallowed it.**

5. **Honor thy health that thy days may be long and happy upon the land which hast been given thee.**

6. **Thou shalt kill the fly and mosquito.**

7. **Thou shalt not commit or harbor a nuisance.**

8. **Thou shalt steal away on a vacation annually.**

9. **Thou shalt not bear communicable disease to thy neighbor.**

10. **Thou shalt not keep late hours with thy neighbor's wife; thou shalt not keep late hours with thy neighbor's daughter, nor with his manservant, not with his maidservant, nor with anything that is thy neighbors.**

Board of Health
Manchester, New Hampshire
Ten Commandments
2019

1. **Thou shalt learn stress management skills and vacation annually.**

2. **Thou shalt practice proper sleep hygiene.**

3. **Thou shalt protect thyself from injury and illness by using proper protective equipment and following safety guidelines.**

4. **Thou shalt maintain healthy teeth and gums by daily flossing and brushing in addition to having regular dental exams.**

5. **Thou shalt partner with your healthcare provider to get regular check-ups, annual screenings, and immunizations.**

6. **Thou shalt be tobacco free, reduce alcohol use, and avoid drug use.**

7. **Thou shalt commit to regular exercise and partake of a properly proportioned nutritious diet.**

8. **Thou shalt show concern to one's neighbors and be invested in the well-being of one's community. The health of one's community impacts one's personal health.**

9. **Thou shalt practice proper hand hygiene to decrease the spread of disease.**

10. **Thou shalt seek to increase one's knowledge by fostering learning throughout your lifetime.**

A

PUBLIC HEALTH DIRECTOR'S REPORT

JUNE/JULY 2019

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1. **STRATEGIC PLANNING:** With support from the Kresge Foundation, the Manchester Health Department hosted a "Community Investors" event on June 25, 2019 at the Derryfield Country Club. The goal of this convening is to bring national, state and local investors around sustainable funding strategies and financing models to improve neighborhood and community health in Manchester. Since this convening, a "Manchester Investors Collaborative" is being proposed which would be led by two of our largest funders in New Hampshire.

2. **COMMUNITY ENGAGEMENT:** I have been asked to present to the Team Up Take Action conference – the collaboration of the NH and VT Public Health Associations and Dartmouth-Hitchcock on "Leveraging Opportunities to Create Innovative Partnerships to Improve Health in Communities" on October 2nd, 2019. I have also been asked to present to the Queen City Rotary on November 21st, 2019 at the Puritan Back Room on the "State of the Health of the City".

3. **HOMELESSNESS:** We are in the process of conducting interviews for Homeless Prevention Coordinator to be housed within the Manchester Health Department which will be jointly funded by the Health Department and Granite United Way (job description is attached). Also, as fiscal agent for Healthcare for Homeless, we are celebrating the grand opening of "Wilson Street Integrated Health" with Catholic Medical Center on August 15th, 2019 which adds a third access point for primary healthcare for individuals who are experiencing homelessness.

4. **ADDICTION:** Through a grant provided the NH Charitable Foundation, we are in the process of conducting interviews for a behavioral health specialist (job description attached). We have also hosted two site visits on June 21st and July 29th, 2019 with the CDC/ASTHO/NACCHO out of a request we submitted for support from the Opioid Rapid Response Team to design and implement a Community Action Plan to combat the addiction epidemic in Manchester. We are also meeting with senior leadership from NHDHHS on August 29th to explore potential state/local strategies as part of this plan.

5. **BOARD OF HEALTH MEMBER:** We are continuing to work on recruiting a dentist replacement for the Board.

6. **FINANCIAL STATUS REPORT**: Attached.

Respectfully submitted,
Anna J. Thomas, MPH
Public Health Director

"City of Manchester Homelessness Coordinator"

Full time Homelessness Prevention & Response Coordinator for the City of Manchester.

A partnership between the City of Manchester, The Manchester Continuum of Care and Granite United Way

Working under the direction of the City of Manchester's "Task Force to Address Homelessness" and in partnership with the City of Manchester and the Manchester Continuum of Care.

Assigned to the Manchester Health Department

Position Description:

Developing, directing and managing the collective actions needed to implement recommendations of the ***2019 City of Manchester Plan to Address Homelessness***. The coordinator will build and maintain relationships and gain support in implementing the "recomedantions" including working closely with the City of Manchester, the Continuum of Care, the Mayor's Office, the Faith Community, the business community and by serving as a liaison to other public and private agencies as needed.

2019 City of Manchester Plan to Address Homelessness idenifies a number of recommendations in these priority

- Panhandling
- Outreach & Services
- Housing & Sector Capacity
- Prevention

Essential Functions:

1. Serves as the key spokesperson for the ***2019 City of Manchester Plan to Address Homelessnes*** recommendations.
2. Promotes consistent and improved communication and collaboration among homelessness related messaging and resources for residents, businesses and service providers in the City.
3. Manage press and public relation efforts r.e. the collective effort to address homelessness.
4. Develops and contextualize strategies needed to implement Task Force recommendations; identify and be able to communicate vital information; identify and lobby key decision-makers to work collectively.
5. Represents the City on special committees, commissions, and projects related to addressing homelessness.
6. Requires ability to promote a vision and strategies for the recommendations and garner input from key decision-makers and stakeholders.
7. Requires ability to establish and maintain effective working relationships with City officials, businesses, service providers, the Faith community, community groups, and the public.
8. Day-to-day responsibility for implementing ***2019 City of Manchester Plan to Address Homelessnes*** recommendations.

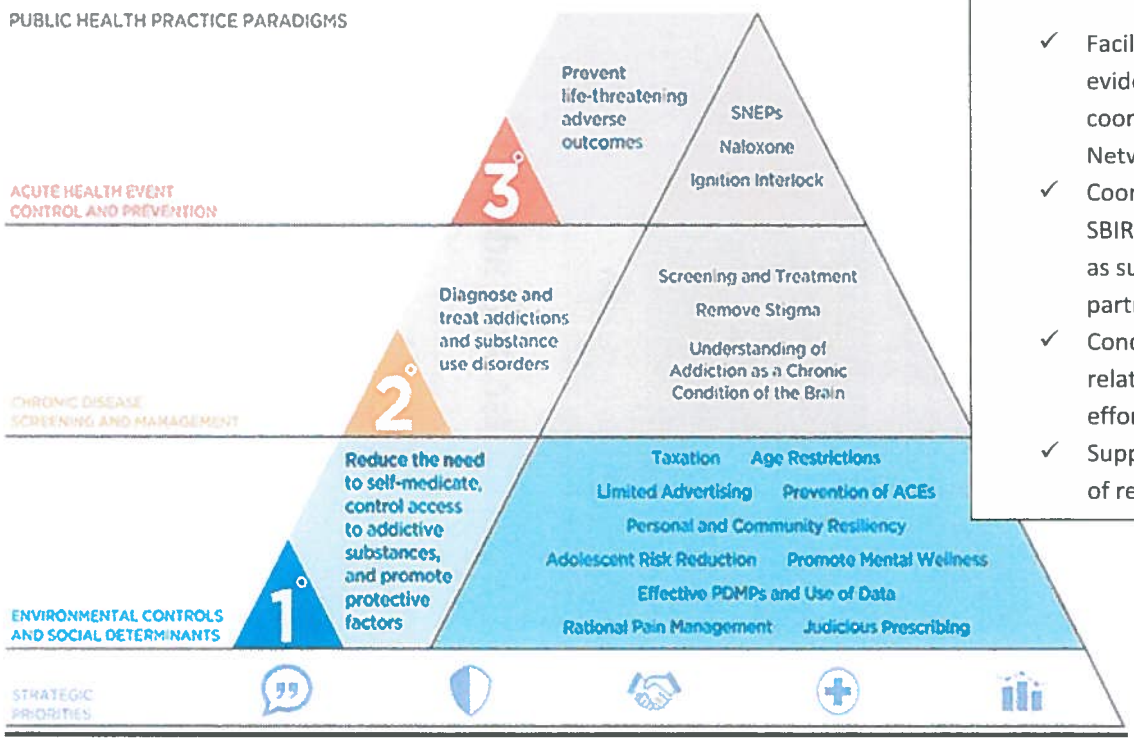
9. Identify opportunities for shared projects and mutually beneficial activities between homeless service agencies, faith organizations and other community systems.
10. Work with the Manchester Continuum of Care to research and analyze homelessness and related issues in the City of Manchester and report findings.
    - Develop and implement processes for evaluating project and system-level performance
    - Collect and analyze data
    - Report on Progress
11. Coordinate technical assistance to new and existing programs
12. Develop formal linkage agreements to improve client access to other service systems such as the ***Doorways at Granite Pathways*** and ***Safe Stations.***

Education/Experience:

- Graduation from an accredited four-year college and five years progressively responsible management experience; or any equivalent combination of education and experience.
- Knowledge of local, state and federal homeless and housing policy preferred.
- Understanding of substance misuse recovery, mental health and health care system a plus.
- Strong communication skills; public speaking experience preferred.
- Ability to work with diverse constituencies ranging from homeless individuals to elected officials.

SALARY/RANGE: $45,000 -$60,000 / Yr.

OPENING DATE: July 1, 2019
CLOSING DATE: Open Until Filled



Treatment and Recovery Specialist (Public Health Specialist II)

- ✓ Facilitate key collaborative meetings to ensure a continuum of evidence-based treatment and recovery services, including coordination with other initiatives such as the "HUB" and Network4Health.
- ✓ Coordinate community-wide harm reduction strategies, such as SBIRT screening, naloxone distribution, and syringe services, as well as support key points of entry for treatment, such as Safe Station in partnership with Manchester Fire Department and AMR.
- ✓ Conduct community education to increase knowledge and skills related to substance use disorder and assist with community-wide efforts to reduce stigma as a barrier to treatment.
- ✓ Support and/or procure resources to create a comprehensive system of recovery services.

Social and Behavioral Health Strategist (Public Health Specialist III)

- ➢ Lead the design, implementation, and evaluation of community-based health improvement efforts involving multidisciplinary partnerships and policy, systems, and environmental change strategies to address the social determinants of health, health risk behaviors, and build community resiliency.
- ➢ Conduct assessment activities to analyze and highlight health inequities at the neighborhood level to appropriately target and design intervention strategies and guide the actions of community partners, such as the creation of community health improvement reports/plans and population health dashboards.
- ➢ Serve as a member of the Department's Senior Leadership Team, which is involved in overall Department management and operations, as well as Departmental quality improvement efforts.
- ➢ Represent the Department on a number of health-related Committees, Councils, and Boards at the Local, State, and Regional levels.
- ➢ Supervise and manage all Division staff, including performance evaluations, as well as the Division's budget through various sources (i.e. grants, municipal funds).

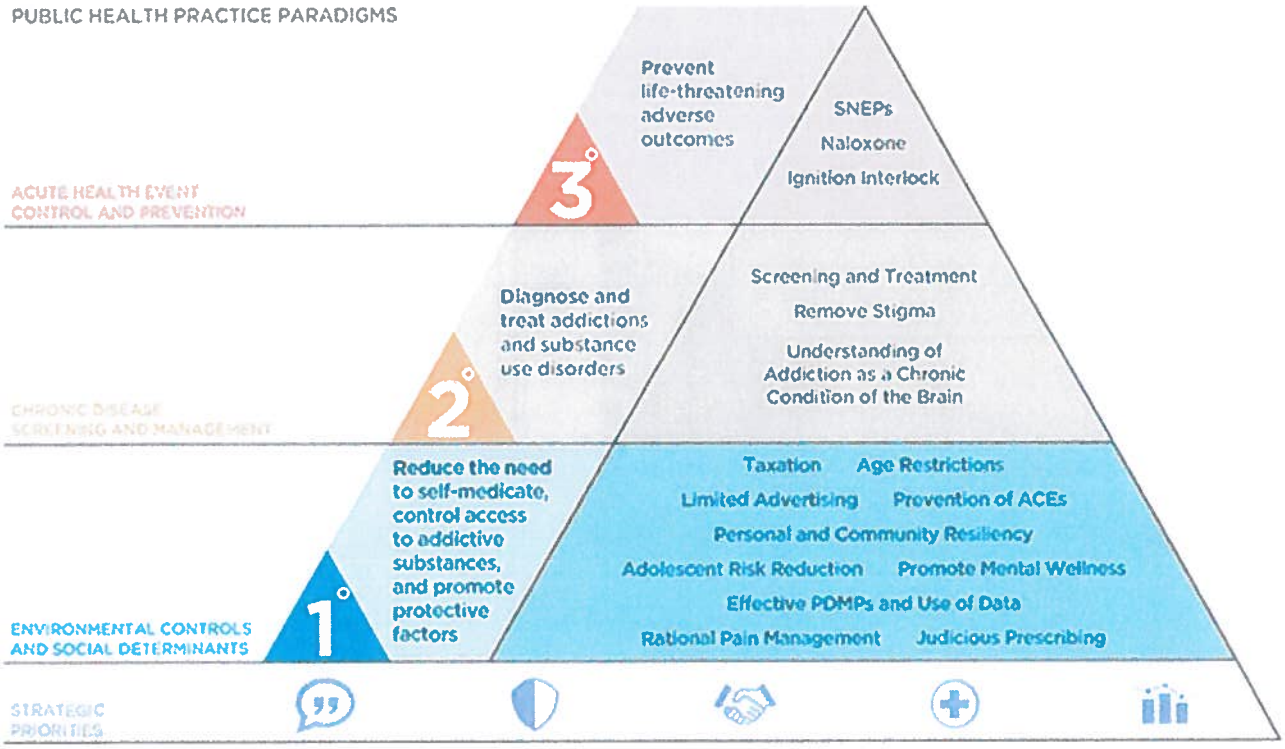
Specific Examples

- ✓ *Serve as the point person for the Mayor's Office, Police Department, and other relevant City Departments*
- ✓ *Facilitate Mental Health/Behavioral Health integration in the School District*
- ✓ *Facilitate youth resiliency initiatives, such as Leader in Me and Trauma Informed Practices, as well as adolescent risk reduction programs*
- ✓ *Work with partners to establish programs that support individual and family stability, such as employment coaching and affordable housing.*
- ✓ *Draft the Mayor's Plan on Addiction*
- ✓ *Create an Overdose Prevention Performance Monitoring Dashboard*
- ✓ *Supervise the Treatment and Recovery Specialist position*

Substance Misuse and Addictions Prevention Framework

http://www.astho.org/ADDICTIONS/

Addictions are chronic conditions involving brain function, and substance misuse is often deeply rooted in early life events and social factors. The public health community must raise awareness, improve education, and drive meaningful conversations around these connections to truly make an impact and implement effective, science-based responses.



Key strategies to prevent substance misuse and addictions:

Reduce stigma and change social norms

Increase protective factors and reduce risk factors in communities

Strengthen multi-sectoral collaboration

Improve prevention infrastructure

Optimize the use of cross-sector data for decision-making

Source: ASTHO 2017 President's Challenge

MANCHESTER HEALTH DEPT
FY20 Budget Report

	Budget	Expenditure 8/1/2019	Balance
Regular Salary	$ 1,371,781	$ 90,684	$ 1,281,097
Overtime	$ 5,000	$ 135	$ 4,865
Health Insurance	$ -	$ -	$ -
Dental Insurance	$ -	$ -	$ -
Life Insurance	$ -	$ -	$ -
Worker's Compensation	$ -	$ -	$ -
Disability Insurance	$ -	$ -	$ -
City Retirement	$ -	$ -	$ -
FICA	$ -	$ -	$ -
Staff Development	$ -	$ -	$ -
Uniform Allowance	$ 292	$ -	$ 292
Other Services	$ 20,000	$ 2,500	$ 17,500
Laundry Services	$ 45	$ -	$ 45
Custodial Services	$ 12,492	$ 1,041	$ 11,451
Maintenance & Repair/Mach/Equip	$ 3,000	$ 192	$ 2,808
Gas, Oil, & Diesel for Fleet	$ 3,640	$ 192	$ 3,448
Vehicle Repairs	$ -	$ -	$ -
Telephone	$ 4,363	$ 141	$ 4,222
Postage	$ 2,300	$ -	$ 2,300
Advertising	$ 739	$ -	$ 739
Printing, Publishing, Binding	$ 960	$ -	$ 960
Mileage Reimbursement	$ 2,216	$ 60	$ 2,156
Duplicating Services	$ 3,752	$ 270	$ 3,482
General Supplies	$ 4,917	$ 337	$ 4,580
Minor Apparatus & Tools	$ 1,428	$ 128	$ 1,300
Custodial Supplies	$ 3,940	$ -	$ 3,940
Books	$ 535	$ -	$ 535
Natural Gas	$ 30,000	$ -	$ 30,000
Electricity	$ 45,993	$ 5,877	$ 40,116
Equipment	$ 2,625	$ 61	$ 2,564
Dues, Fees, & Licenses	$ 7,000	$ -	$ 7,000
Medical Supplies	$ 3,595	$ 469	$ 3,126
Miscellaneous	$ 448	$ 19	$ 429
Special Projects	$ 2,287	$ -	$ 2,287
	$ 1,533,348	$ 102,105	$ 1,431,243

Health Department
Budget Report - Revenues

Account Description	FY20 Budget Amount	YTD Revenues 8/1/2019	YTD Balance
Medicaid Reimbursement	$ 10,000	$ -	$ (10,000)
Dental (Non-Medicaid)	$ -	$ -	$ -
Flu Vaccine Revenue	$ -	$ -	$ -
Copying Receipts	$ 250	$ -	$ (250)
Research Fee	$ 200	$ 5	$ (195)
Testing Fees	$ 13,500	$ 520	$ (12,980)
Day Care Health Ins	$ 550	$ 50	$ (500)
Food License Fees	$ 205,000	$ 18,665	$ (186,335)
Septic Inspection	$ 1,000	$ 225	$ (775)
Bathing Facility	$ 10,500	$ -	$ (10,500)
	$ 241,000	$ 19,465	$ (221,535)

School Division
Budget Report - Revenues

Account Description	FY20 Budget Amount	YTD Revenues 8/1/2019	YTD Balance
School Chargebacks	$ 2,324,320	$ -	2,324,320

MANCHESTER HEALTH DEPT
FY 20 Budget Report
School Health Division

	Budget	Spent as of 8/1/2019	Balance
Regular Salary	$ 1,402,148	$ 9,335	$ 1,392,813
Maintenance & Repair/Mach/Equip	$ 750	$ -	$ 750
Advertising	$ 750	$ -	$ 750
Printing, Publishing, Binding	$ 2,300	$ -	$ 2,300
Mileage Reimbursement	$ 500	$ -	$ 500
General Supplies	$ 1,000	$ 37	$ 963.50
Books	$ 2,700	$ -	$ 2,700.00
Equipment	$ 10,640	$ -	$ 10,640.00
Medical Supplies	$ 12,400	$ -	$ 12,400.00
Miscellaneous	$ 150	$ -	$ 150
	$ 1,433,338	$ 9,371	$ 1,423,967

B

CHIEF STRATEGY OFFICER'S REPORT

JUNE/JULY 2019

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1. **COMMUNITY NEEDS ASSESSMENT & PLANNING:** I have been working with the Community Health Institute/JSI and Pear Associates, LLC on the creation of a community needs assessment (CNA) for the Greater Manchester region. Per charitable trust requirements of healthcare and social service non-profits, a report is required every three years. Manchester's report was due by June 30, 2019 and was filed in accordance with these guidelines to the NH Office of Charitable Trusts by Catholic Medical Center and Elliot Hospital. Next steps include the creation of agency action plans to address major CNA findings. In addition to Anna Thomas and Philip Alexakos, a meeting was held with Elliot Hospital to begin exploring this further.

   In addition, I have been working with Clear Impact to create neighborhood level dashboards for all 29 census tracts within the City. The dashboards will be completed for internal review by the end of August 2019 with public release in September 2019.

2. **STRATEGIC INITIATIVES & QUALITY IMPROVEMENT:**
   - School-Based Health Centers: A partner meeting was hosted on July 25, 2019, in partnership with the IDN, to discuss the feasibility of establishing a school-based health center. Partners included Elliot Hospital/SolutionHealth, Manchester School District, and Amoskeag Health. Next steps include a feasibility study and potential pilot project of service delivery.

   - GovEx Economic Mobility Project: The City of Manchester has entered into an MOU for Technical Assistance with the Johns Hopkins University GovEx Academy to improve knowledge, skills, and abilities to use data to solve public problems relating to economic mobility, and to build and use local capacity to address important systemic challenges, resulting in improvements in community wellbeing. The GovEx team will conduct a site visit on August 22nd-23, 2019 to better define the specific project in Manchester.

3. **RESOURCE DEVEOPMENT:** Over the past several months, there are three community level funding opportunities that I participated in as part of the grant development team. These opportunities include:
   - SAMHSA System of Care proposal – Provides intensive wraparound services to children with serious mental illness during a 4 year grant period. MHD served as the lead applicant, in partnership with Waypoint, NAMI NH, Amoskeag Health, and the Mental Health Center of Greater Manchester. Keene State College's Center for Behavioral Health Innovation will serve as the independent evaluator. Award notifications will be released in September 2019.

   - U.S. Centers for Medicare & Medicaid Services Maternal Opioid Misuse Model – The model addresses fragmentation in the care of pregnant and postpartum Medicaid beneficiaries with opioid use disorder (OUD) through state-driven transformation of the delivery system surrounding this vulnerable population. If funded, the project would provide comprehensive services during pregnancy and

postpartum period, provide a more coordinated approach to OUD treatment and supports for women during pregnancy and postpartum period, and conduct outreach to find women that are disconnected from adequate prenatal care. In addition, the grant is interested in exploring alternative payment models through Medicaid. This work would be conducted over a 5-year period with implementation beginning in year two. NHDHHS was the lead applicant with Elliot Hospital serving as the lead local collaborator. Award notifications will be released in Early 2019.

- U.S. Centers for Medicare & Medicaid Services Integrated Care for Kids Model – This child-centered local service delivery and state payment model is aimed at reducing expenditures and improving the quality of care for children under 21 years of age covered by Medicaid and CHIP through prevention, early identification, and treatment of behavioral and physical health needs. The model intends to improve performance on priority measures of child health, reduce avoidable inpatient stays and out-of-home placements, and create sustainable alternative payment models (APMs). This work would be conducted over a 7-year period with implementation beginning in year three. This award does not allow for direct service delivery expenses. NHDHHS was the lead applicant with Elliot Hospital serving as the lead local collaborator. Award notifications will be released in Early 2019.

Respectfully submitted,
Jaime Hoebeke, MPH, MCHES
Chief Strategy Officer

C

ENVIRONMENTAL HEALTH BRANCH

MAY-JULY Activities 2019

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1. FOOD PROTECTION:

a) Failed Inspections: There were WAS **1** failed routine food service inspection in June and 6 in total thus far in 2019.

b) Food Sampling: The Division continues to perform monthly food sampling at various food establishments. The findings are used to help reinforce hygienic food safety practices. This program is supported by the NH Public Health Lab.

c) Temporary Events: The staff continues to conduct inspections of temporary food service events which often occur during weekends and evenings, outside of the typical work day. These events require a significant amount of prep time and include: 255 Temporary Permits were issued during May-June 2019. The largest event during this time was "The Best of NH" held at Delta dental Stadium (42). Thus far in 2019 we have processed 540 Temporary Food Service Permits.

d) Food Safety Trainings:

Food safety booklets were developed and collated for new and existing establishments and in multiple languages. We continue to provide these to all new establishments which prepare food moving forward to assure that they are starting with the basic knowledge required to operate a safe food business.

Mike Carr provided food safety training to 16 individuals at the Sununu Youth Services Center.

e) Inspections: During May - July, the Division completed: **190** routine unannounced food service inspections.

3. SUMMONESES:

There were 3 summons issued during the period for repeat critical item food code violations. The issues have been corrected. There was **1** Summons issued for a failure to correct a failed subsurface waste water disposal system violation. This property remains under observation pending a Planning and Community Development hearing on the future development of the property.

4. OTHER COMMUNITY EDUCATION and PRESENTATIONS:

Karen Sutkus spoke on the challenges of hoarding and insanitary conditions to Waypoint (formerly Child and Family Services) at a "lunch and learn" meeting in May, for their home visiting program.

5. ENVIRONMENTAL HEALTH TRACKING:

The Division continues to use their Tablet PC's in the field to conduct all food service inspections, pool/spa inspections and complaints. All routine food service inspection results are being posted to the website on a monthly basis.

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6. **SPECIAL ACTIVITIES:**

a) Phil, Aaron and Bryan continue to participate on the Bed Bug Action Committee. The meetings are held at the Manchester Health Department on the *first Wednesday of every other month from 10:00 a.m. to 12:00 p.m.* The next meeting will be on held in September (Date TBD).

b) The Environmental Health staff has participated in collaboration with the American Red Cross and the Manchester Fire Department to assess and evaluate the City's existing capacity for sheltering by surveying the municipal school districts facilities and resources in an effort to update existing sheltering plans as well as future plan development activities.

c) The staff continues to receive calls (several each week) to collect used needles, syringes and sharps which are improperly disposed of, often, onto the ground. The following is a summary of response calls and collection data.

Date Range	***Response Calls***	***Sharps Collected***
June 1-December 31, 2015	146	209
January 1-December 31, 2016	219	N/C
January 1-December 31, 2017	224	389
January 1-December 31, 2018	147	382
January 1-April 30, 2019	50	70
May 1-July 31, 2019	**31**	**40**

N/C=not counted

d) Aaron continues to participate in a multi-agency workgroup (NET) to address issues associated with blighted properties and nuisance areas in Manchester.

e) Karen continues to work with several clients and partners across the health care continuum to address issues pertaining to sanitary living conditions and care coordination for the aging populations. These are complex situations which require a multi-agency and disciplinary approach. There has been a significant increase in these cases over the past year. A meeting is being planned with the NH DHHS's BAES to discuss coordination of investigations and services for these vulnerable citizens.

f) The Manchester Chapter of the Indoor Air Quality Association hosted a 4 hour training on April 30, entitled: *Legionnaires' Disease: The History, Control, Remediation and Protection*. Bryan Matthews and Phil Alexakos attended.

g) On April 23, Phil Alexakos and Nicole Losier met with Carrie Potrie from UNH and NH Listens and Kerstin Cornell from New Hampshire Legal Assistance in advance of Manchester's participation in a multi-community lead poisoning prevention learning collaborative, beginning on May 31. Manchester's team will include Aaron Krycki and Nicole Losier from MHD and other community partners and several meetings and work sessions are planned for summer and fall.

7. **VECTORBORNE DISEASE PROGRAM**:

a) Karen Sutkus continues to spearhead the Arboviral Surveillance program at the department and trapping efforts are in full swing. As of August 8th, no WNV or EEE positive mosquito groups have been identified in Manchester samples.

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b) Bryan Matthews has been asked to represent the Department on the Tick Free NH Council.

c) All city parks, schools and playground areas have been posted with tick and mosquito prevention information.

8. RECREATIONAL WATERS:

a) Pools and spas are being routinely inspected. Of the **48** Pre-opening and unannounced routine outdoor pool inspections performed, there were **6** Failed Pool/Spa Inspections during this period. All pool facilities have had their deficiencies corrected.

b) Routine Natural Bathing Area sampling program began Jun 3, 2019. This program takes weekly bacteriological samples from 12 sites throughout the City on the Merrimack, and Piscataquog Rivers as well as Crystal Lake and the Camp Carpenter Boy Scout camp on Long Pond. Results can be found at: http://www.manchesternh.gov/Departments/Health/Services/Water-Quality

9. PERSONNEL, CONTINUING EDUCATION AND TRAINING:

a) All EH staff will be assessed in the field by the EH Supervisor in Q3 of 2019, to assure that we are being as consistent with technical application as well as with communication of inspectional findings.

b) Mike Carr successfully completed the training course *Validation and Verification of HACCP plans in Retail Food Establishments* hosted by the NH DHHS and JSI Research and Training Institute and SNHU.

c) Connor Lefevra, BS in Environmental Science from SNHU for has accepted our job offer to fill the vacant position of EHS I and is expected to join the Environmental Health team as early as the end of August 2019.

d) Aaron Krycki and Karen Sutkus successfully renewed their Certified Pool Operator certifications.

10. UPCOMING TRAININGS AND MEETINGS (@MHD):

Bed Bug Action Committee (BBAC): Sept (TBD), 2019, 10:00 a.m.-12:00 p.m.

NH Institute for Local Public Health Practice: - Core Concepts of Public Health will be offered in 2019.

Aaron Krycki will conduct a Bed Bug Best Practices training on September 10, 2019, for The Mental Health Center of Greater Manchester for outreach workers, clinicians, and staff.

Respectfully submitted,

Aaron Krycki, MPH, REHS, HHS
Environmental Health Supervisor

D

INFECTIOUS DISEASE BRANCH REPORT

August 2019

The Infectious Disease branch welcomed Allison Power, RN who joined our team as a Community Health Nurse on June 27th.

1. **REFUGEE HEALTH PROGRAM:** Newly arrived adults receive tuberculin skin testing. Newly arrived children receive immunizations, TB skin testing and screenings for lead and anemia.

	May	June	July
# of new arrivals resettled in Manchester	5	8	12
# of adults	4	4	3
# of children	1	4	9
Democratic Republic of Congo	5	8	6
Somalia			6
Refugee home visits (lead education / iron supplement)	1	2	0

2. **HEALTHY HOMES:**
   a. Lead case management summary

	May	June	July
Manchester children receiving lead case management (>10 mcg/dl)	59	59	59*
Manchester children newly identified with blood lead levels 10 mcg/dl or greater (venous)	1	0	1*
Manchester children newly identified with blood lead levels between 3.0 – 9.9 mcg/dl (venous)	2	8	5#
Manchester children newly identified with blood lead levels between 3.3 – 9.9 mcg/dl (capillary)	2	5	3#
Number of initial (intake) home visits (>10 mcg/dl)	1	0	1*
Number of follow-up visits (>10 mcg/dl)	1	1	1*
Number of 3.0 – 9.9 home visits	0	2	2#

*as of 7/1/2019, level decreases from 10 mcg/dl to 7.5 mcg/dl
as of 7/1/2019, level decreases from 9.9 mcg/dl to 7.4 mcg/dl

b. Asthma case management summary:

	May	June	July
Manchester children receiving asthma case management	40	40	40
# of initial (intake) home visits	0	0	0
# of follow-up home visits	0	0	0

3. **IMMUNIZATION PROGRAM:**
   a. In-house clinic summary

	May	June	July
Scheduled Immunization clinics	13	14	15
Total # of clients	70	60	58
# of adults	48	47	33
# of children	22	13	25
Total # of vaccines given	129	105	121

   b. Hepatitis A immunization clinics were provided at offsite venues that provide services to individuals at high risk of contracting Hepatitis A, including the Farnum Center, New Horizons, Teen Challenge and the Hillsborough Country Department of Corrections. In addition, several clinics were held in response to Hepatitis A investigations as determined by NH DHHS and CDC guidelines.

   Hepatitis A clinic summary

	May	June	July
# of offsite Hepatitis A clinics	5	5	6
Total # of clients (all adults)	152	34	80

   c. One Community Health Nurse conducted two VFC (Vaccines for Children) assessment visits during month of May (Amoskeag Primary Care,Family Physicians of Manchester) and four during the month of June (Pediatric Health Associates, Manchester Community Health Center – Hollis St, Manchester Community Health Center – West Side Neighborhood Health, Dartmouth Hitchcock Family Practice).

4. **TB CONTROL:**
   a. Tuberculin skin testing summary

	May	June	July

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TB skin tests administered at MHD	52	25	39
Positive skin tests identified through testing at MHD	4	0	1
Additional positive results reported to MHD by NH DHHS for investigation and case management	4	7	9

b. Tuberculosis case management summary

	May	June	July
Active TB cases	0	1	1
Suspect active cases of TB	5	4	4
Latent TB infection (LTBI) cases	19	27	35
% of LTBI cases that are high risk	21%	14.8%	11.4%
# of assessment / intake / DOT visits	30	32	33
# of clients receiving DOT	0	1	1

5. **COMMUNICABLE DISEASE PROGRAM:**
   a. Communicable disease investigation summary

	May	June	July
# Communicable Disease Investigations	50	60	62
# gastrointestinal	9	7	13
	Campylobacter cryptosporidium giardia salmonella	Campylobacter cryptosporidium giardia	Campylobacter cryptosporidium giardia salmonella shigellosis
# hepatitis A	12	8	6
# other vaccine preventable	5	3	1
	Hepatitis B Varicella	Diptheria Varicella	pertussis
# Hepatitis C	9	16	7
# Lyme disease	12	21	29
# other tickborne illnesses	1	3	3
	anaplasmosis	Anaplasmosis Spotted fever rickettsiosis	anaplasmosis

7. **STD/HIV PROGRAM:**
   a. STD/HIV Clinics continue on Wednesday from 3:00-6:00 pm and on Thursday from 9:00 am - 12:00 noon by appointment.

   STD/HIV in-house clinic summary

	May	June	July

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# of scheduled clinics	10	8	7
# of clients accessing clinic services	46	24	26
# chlamydia / gonorrhea tests	34	18	23
# syphilis tests	35	17	21
# HIV tests (rapid tests)	36	19	21
# HCV tests (rapid tests)	14	3	13
# of chlamydia treatments	11	3	5
# of gonorrhea treatments	3	1	1
# of syphilis treatments	4	2	3
# of PID treatments	0	0	0
# of treatments for other conditions (bacterial vaginosis, genital warts)	1	3	1

b. HIV counseling and testing services were also provided off-site at the Farnum Center, the Hillsborough County Department of Corrections, Family Willows and Granite Pathways. Prevention education and supplies were provided to Breezeway Pub, Doogie's Bar & Grill, the Element Lounge and Family Willows.

Off-site HIV/HCV testing summary

	May	**June**	**July**
# HIV rapid tests provided	37	24	36
# reactive HIV screening test results	0	0	0
# Hepatitis C rapid tests provided	29	21	30
# reactive Hepatitis C screening test results	11	8	14
# confirmed Hepatitis C tests	7	6	2 (9 pending)

c. The Public Health Specialist also conducted 13 home visits in an effort to contact 8 patients identified by NH DPHS with untreated gonorrhea to arrange for treatment and/or interview.

8. **STAFF ACTIVITIES**
   a. The Public Health Nurse Supervisor participated in the CDECC meeting on May 1st at the NH Hospital Association.
   b. Community Health Nursing staff participated in the quarterly NH Immunization Program conference call on May 8th.
   c. The Public Health Nurse Supervisor participated in the NH Immunization Practice Partner meeting on May 15th at the Manchester Health Department.

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d. The Community Health Nurse Immunization Point Person and the Public Health Nurse Supervisor participated in two Immunization trainings (Vaccine Management and Vaccine Ordering Management System) on May 30th.
e. The Public Health Nurse Supervisor, the Environmental Health Supervisor, and the Neighborhood and Family Health branch Supervisor participated in the Community of Action for Lead Safety Kickoff Learning Exchange on May 31st at the Manchester Health Department.
f. The Public Health Specialist attended a special meeting of the HIV Planning Group (HPG) on June 21st, "Creating a service stream from positive to suppression."
g. Community Health Nurses participated in the NH Pediatric Medical Association Educational dinner on June 26th at the Courtyard by Marriot Nashua.
h. Community Health Nurses participated in a Lead Nurse Case Management quarterly meeting on June 28th at the Nashua Health Department.
i. The Manchester Health Department hosted a follow-up meeting for Lead Nurse Case Managers on July 12th to discuss logistics and communication. Nursing staff from the Manchester Health Department, the Nashua Health Department and the State of NH Healthy Homes program participated.
j. The Public Health Nurse Supervisor participated in the Refugee Advisory Council meeting on July 17th at the Manchester Police Station.
k. Community Health Nursing staff participated in the webinar "A Harm Reduction Approach to Hepatitis A Outbreaks in the United States" on July 23rd.
l. Community Health Nursing Staff participated in the "Pink Book" immunization webinar series sponsored by the Centers for Disease Control:
   - June 5th "Principles of Vaccination"
   - June 12th "General Recommendations – part 1"
   - June 19th "General Recommendations – part 2 and Vaccine Safety"
   - July 10th "Immunization Strategies"
   - July 17th "Vaccine Storage, Handling and Administration"
   - July 24th "DTaP / Tdap"
   - July 31st "Rotavirus and Hepatitis A"
m. Three Community Health Nurses are completing the pre-requisite online coursework for the 5 day "Passport to Partner Services" training, to be held August 19th-23rd.

Respectfully submitted,

Nicole T Losier, MSN, RN
Public Health Nurse Supervisor
Infectious Disease Branch

E

NEIGHBORHOOD & FAMILY HEALTH

AUGUST 2019

1. MATERNAL AND INFANT HEALTH

- Healthy Start Home Visiting Program: Kathleen Berg, Nurse Home Visitor, has successfully integrated home visiting services as an extension of Amoskeag Health. Home visiting services are being further coordinated with a new position at MCHC called the Perinatal Substance Use Disorder Coordinator, as well as a new Community Health Worker position. To date, Kathleen has received two referrals from the Perinatal Substance Use Disorder Coordinator. Overall, 8 new patients were referred to the Healthy Start Home Visiting program from April to June 2019.

2. HEALTHY EATING/ACTIVE LIVING

- Fitness Programming: Zumba classes continue to be held for neighborhood residents at Beech Street Elementary School on Mondays and Wednesdays from 8:45-9:45am. In April we added a Strength and Stretch class on Tuesdays from 3:15-4pm at Beech Street Elementary School and a Yoga class on Thursdays from 3:15-4pm at Gossler Park Elementary School. The Division is working with the YMCA and the community schools to identify other fitness programming opportunities including walking programs. During the summer, we offered fitness classes during the summer on Wednesdays for residents at Beech and continue to see strong attendance and interest in the program.

- Health Education Programming: A Walk with Ease Program will be held in one of the Community Schools neighborhoods during the next school year. Nearly 20 adults benefitted from the program, in partnership with the Parks and Recreation Division, in May/June 2019.

- Built Environment Improvements: The Manchester School District has received funding from the State to support phase one of the campus improvements outlined in the Gossler Park Health Impact Assessment Plan. Improvements will be centered on the inclusive playground that was installed during the summer 2018. They include a parking expansion, new traffic flow to improve safety, two basketball courts, one small soccer pitch, and a recreation area and greening. Construction is ongoing.

3. HEALTHY HOMES

- Adult Asthma Home Visiting Program: The care coordination team at Elliot Health System has compiled an initial list of high-risk adult asthma patients who could benefit from Asthma Home Visiting Services. The Case Management team initiated referrals via secure email in April 2019 to the MHD program home visitor, Kathleen Berg. Home Visits are off to a great start with good communication between the three Elliot Primary Care Case Managers and the Primary Care Provider Offices for follow-up with medications, questions by clients, Asthma Control Test Scores, and overall assistance with their home management. Home management includes comprehensive asthma education, including but not limited to proper medication management, asthma triggers in the home environment, and methods to adjust the home environment to appropriately manage their asthma. Kathleen has home

visitation appointments with two newly-enrolled patients in this program next week. To date, 17 patients have received at least two home visits for asthma.

4. COMMUNITY SCHOOLS

- Community Care Coordination: The Community Health Workers are working to improve intake and tracking logs to support ongoing case management and data collection efforts. In addition, the CHWs with Branch Staff are attending several community festivals and events, such as One Day of Community, to conduct outreach to residents in need of services.

- Behavioral/Mental Health Systems Integration: During the past school year, the four Family Success Coordinators provided counseling services to nearly 150 students in Beech Street and Gossler Park Elementary Schools. They have continued to reach students on their existing caseload with counseling services during the summer months. Outreach efforts have included home visiting, attending summer camps, and visiting summer programs such as Fun in the Sun. The Program met its goal of provide ongoing counseling services to at least 20 students during the summer months. The staff will provide counseling to at least 120 students in the upcoming school year, including 6 billable visits per day.

- Child/Family Stability & Wellbeing: On May 16, 2019, a Leader in Me Parent Breakfast Event was held at Gossler Park Elementary School covering the 7 Habits of Highly Effective Families module, "Seek First to Understand, then be Understood." Approximately 20 parents/caregivers and their children participated in this event.

  On May 21 and May 30, 2019, Neighborhood Block Parties were held at Gossler Park and Beech Street Elementary Schools. During these events, 106 bikes refurbished by QC Bike Collective were distributed to students who successfully completed the Earn-A-Bike program with an additional 10 students electing to receive a bike voucher for a parent/caregiver or sibling. In addition, another 30 students who completed the program selected a weekly YMCA Family Fun Pass for the summer. All bikes were registered with the Manchester Police Department at the events. All students who earned bikes also received bike helmets and other bike safety materials. The NH Food Bank provided meals to students and families who attended these events.

5. DIABETES/CHD PREVENTION:

Two new positions were added to the branch through a subcontract with CHAN to promote systematic screening and referral to lifestyle change programs for individuals at risk of diabetes, heart disease and/or stroke. Andrea Hirata was hired as a Public Health Specialist I and is fully-funded through CHAN to coordinate these efforts. Michelle Graham, MPH, was hired as a Public Health Specialist III and is 50% funded through CHAN to oversee these efforts.

In May and June 2019, three meetings were convened with partner organizations—Catholic Medical Center, Elliot Health Systems, Dartmouth Hitchcock, Amoskeag Health, the Mental Health Center of Greater Manchester, Granite YMCA—to develop an action plan for identifying underserved individuals at risk of diabetes,

heart disease and/or stroke and enrolling them in evidence-based, accredited lifestyle-change programs. This Action Plan was submitted to CHAN along with a Year 2 budget and is pending approval. Approval is anticipated before the end of August 2019.

6. ORAL HEALTH:

During May/June 2019, staff continued to assist Andrea Iasillo with the Dental Van at Memorial High School and Gossler Elementary School. Assistance includes bringing students to the van from classrooms, providing oral health education and reminders, and outreach to families to ensure students are receiving follow-up treatment in the formal dental treatment clinics, when necessary. In addition, two new positions were added to the Branch in June 2019 to support the Manchester Oral Health Care Program. Diane Beaulieu was hired as part-time dental hygienist and Jennifer Faha was hired as full-time dental assistant. Andrea, Diane and Jennifer plan to provide oral health services on the Dental Van to Hallsville and Gossler schools in September 2019 and Wilson, Smyth and Highland schools in October 2019.

Despite being short staffed during this past school year, dental services were provided to 612 Manchester students. These services included 554 exams, 536 x-rays, 590 cleanings, 619 fluoride treatments, 2,254 sealants, 272 restorations, and 112 ITRs. Services occurred at all 22 Manchester public schools.

7. OTHER BUSINESS:

- Outside Funding Updates/Grant Proposals: A Concept Paper was submitted in July 2019 to Jane's Trust's annual solicitation for proposals under the Health and Welfare Field of Interest. A non-profit organization was required to be the applicant, therefore we partnered with Amoskeag Health in submitting this application. We will be notified in September if we are invited to submit a full proposal. Full proposals are due October 1st for consideration in December. If selected, Manchester will receive $110,000 for the implementation of a trauma-sensitive schools curriculum and expansion of behavioral health services in our two community schools, Gossler Park and Beech Street.

  Elliot Hospital and Catholic Medical Center have agreed to fund the two, full-time existing Community Health Workers at Amoskeag Health for the upcoming school year. These workers provide family navigation assistance within the Community Schools model. In addition, Elliot Hospital has also agreed to fund the Health Department's Community Health Nurse position for another year. This position is critical to providing home visiting services to high-risk, adults with asthma and expectant mothers.

- Community Assessment and Planning: The Branch worked with the Community Health Institute to conduct a total of nine focus groups and twelve key leader interviews during May 2019. The results of these gatherings have been included in a comprehensive Community Needs Assessment for the City of Manchester, now under final editorial review. The report was submitted to the NH Office of Charitable Trusts on June 30, 2019, and will be released by the Manchester Health Department in mid-August 2019.

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- Staff Development:
  - On May 13, 2019, Andrea Hirata joined the Branch as Public Health Specialist I. Andrea has a BS in Health Promotion from Coastal Carolina University with a minor in Spanish.
  - On May 30, 2019, Michelle Graham, MPH, joined the branch as the new Supervisor of the Neighborhood and Family Health Branch. Michelle has a BA in Biology and Education from Dartmouth College and a Master's Degree in Public Health from the University of Connecticut.
  - In June 2019, Victoria Adewumi and (Maria Rodriguez, CHW, Amoskeag Health) attended the NH Community Health Worker Summit in Concord, NH. Victoria presented on a panel that highlighted the unique school based CHW model pioneered locally by the Health Department with in-depth discussion as to the benefits of including Community Health Workers in non-traditional settings.
  - On June 18, 2019, Amy Petrie, Andrea Hirata and Michelle Graham attended the American Association of Diabetes Educators Conference in Concord, NH.

Respectfully submitted,

Michelle Graham

Michelle Graham, MPH;
Supervisor, Neighborhood and Family Health

F

PUBLIC HEALTH PREPAREDNESS REPORT

April-June Activities 2019

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1. **PUBLIC HEALTH PREPAREDNESS:** The public health preparedness program (PHP) continues to work on several initiatives:

   a) Plans: Plans are continually reviewed and key contact information was updated by staff. Sarah Morris updated all of our plans to reflect our current staffing, roles and contact information. Also, Town specific plans and facility level info is being validated and updated this Quarter.

   b) Work Groups:
      i) Phil Alexakos and Sarah Morris continue to serve as the Department's representatives on the:
         (a) Public Health Emergency Preparedness (PHEP) Capability 14, *Responder Safety and Health Workgroup*: Meeting on May 29.

         (b) Phil represents local public health on the Granite State Health Care Coalition. Phil is co-leading the (re-named) Interim Healthcare *Facility Evacuation workgroup and ACS Workgroup* with Patty Crooker from the Nashua Health Department.
         Phil and Sarah attended the GSHCC's 1st Annual Conference on May 9th in Concord.

         (c) Phil has been participating in the State Mass Fatality Management Workgroup.

         (d) Sarah and Phil are participating in the DHHS, multi-disciplinary STEP workgroup- State Training and Exercise Planning group.

      ii) Staff continues to engage and coordinate with the leadership of the Region's affiliated volunteer groups *(VELCRO)* which include: Goffstown CERT, Bedford CERT, GMMRC, Greater Manchester ARES and the American Red Cross.
         (a) The group's next meeting will be on August 5. A HAM communications exercise will be discussed, involving identified public health emergency response facilities across the region.

         (b) The NH Integrated Volunteer Summit was held at Bow HS on April 6th.

   c) Medical Countermeasures-Operational Readiness Review (MCM-ORR): The Greater Manchester Region underwent its MCMORR Review on May 8. In preparation for that meeting staff met with the state SNS Coordinator on April 3. We have received our feedback which was positive and have identified areas to focus our efforts in both the planning and operations areas moving forward. We updated our quarterly action plan

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for the 4th quarter in FY 19. Sarah Morris did an outstanding job preparing for this assessment.

d) Grants/Work plans: The Quarter 4 PHEP and PHAC reports were submitted to DHHS. The state entered into Sole Source contracts with all of the Public Health Regions for these services. We received a template work plan in late July and have to submit a new set of work plans for FY 20, by August 31. We continue to subcontract the SMP et al. services and will continue to do so.

e) BioGuys: The group met on June 11 and the items discussed included: Closed POD Dispensing Training Opportunities; Training and Exercise Plan Updates; Shelter Training Opportunities; Coalition Surge Test; HAM Radio Regional Test. The next meeting will be held on September 10. The scheduled August meeting has been moved to better accommodate summer time off for partners, and to allow MHD to have a work plan that is ready to submit to partners.

f) PHP Exercises/Activities/Trainings:

i) Amateur Radio (HAM): Jeanne Wurtele participated in a Hillsborough County NET and/or in-person training on April 10 and18; May 13 and 23; and June 10 and 20. We met with the leadership of GM-ARES on May 13 and June 11 to outline a future exercise

ii) Technical Support:

(a) Capability 14: Phil developed and presented a training on Capability 14 for the Public Health Network Coordinators on May 14th.

(b) Fit testing/PPE: High Threat Infectious Disease Personal Protective Equipment trainings were conducted for regional health care responders on May 7 and 21st. Trainings were lead Lt. Bob Field, Training Officer for MFD.

iii) Inventory: We rotated IV fluid with Elliot Hospital on June 26. We rotated Doxycycline with the US Postal Service on June 27.

iv) Exercises:

(a) MHD participated in the annual state Coalition Surge Test exercise on April 23rd. Both CMC and Elliot and the City EOC participated in the exercise.
(b) MHD staff evaluated a functional exercise (LTCF Evacuation) in New Boston on June 19.
(c) MHD staff evaluated a functional exercise at VNA/Elliot Hospital on June 12.
(d) MHD staff participated in a tabletop exercise at the USPS on June 12.

(e) MACE, POD Manager call- downs were conducted on June 27.

(f) MACE activation, assembly and set-up drill conducted on June 27.

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v) Real World Events:

(a) Hepatitis A: The Infectious Disease Branch staff has been conducting education and vaccination outreach for facilities and organizations that serve populations at-risk for Hepatitis A (Ongoing and Multi-state). Of particular interest is the active engagement of the Hillsborough County House of Corrections to vaccinate its residents and establishing themselves as a vaccine provider to assure sustainability. Please see the Infectious Disease Branch report for specific details.

Note: Closed POD operations included: Dept. of Corrections, food establishments, rooming houses.

vi) Training (Attended):

(a) Phil competed the American Red Cross Shelter Fundamentals on-line training and will be rolling this out to the EH staff in the near future. MHD and MFD staff met on March 13 to discuss shelter training needs for the City. MFD is actively seeking funds to support training and exercises around mass care and sheltering.

(i) A meeting with the American Red Cross was held on May 3, with MHD, MFD and ARC. A follow-up meeting was held with the same partners and the SAU, on May 23, to determine an action plan for assessments. Additionally, Phil Alexakos, Brett French and Jenn Gillis presented the concept to the Manchester School Board on June 17.

(b) Phil attended the semi-annual PHAC leadership meeting on May 17.

(c)

(d) Phil and Sarah attended the NH Emergency Preparedness Conference on June 4th

vii. Outreach/Training (Offered):

(a) Sarah and Jeanne have been actively updating the GMMRC and MHD Facebook pages.

(b) MHD offered Cultural Competency for Volunteers on May 1 and 8.

(c) Phil was interviewed by WMUR about measles on April 24. He was interviewed by NHPR regarding the local response to the outbreak of Hepatitis A on April 23; and by WMUR on April 16.

(c) Phil conducted SNS 101 and MRC Orientation training for 35 student nurses at St. Anselm College on April 1. Phil and Sarah met with faculty at St. Anselm College on June 25th, to discuss the logistics of a 'hands-on' training with the students in FY20.

(d) Phil participated in a School Safety Community Forum on April 15. School, City and Health Care emergency plans and response efforts were discussed in a public forum.

(e) Phil and Sarah conducted a PHEP Refresher training at the MHD all-staff meeting on May 21.

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(f) Phil and Nicole are working with Fleet to "fit-up" a mobile public health outreach van.

g) Greater Manchester Medical Reserve Corps (GMMRC): The GMMRC met on June 20. Attendees received an SNS refresher and were able to practice screening for and dispensing of medical countermeasures for an anthrax exposure.

h) Institute for Local Public Health Practice: The next class to be offered will be *Core Concepts of Public Health* and will be offered in 2019 (Fall).

Respectfully submitted,

Philip J. Alexakos, MPH, REHS
Chief Operations Officer
Deputy Health Officer

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SCHOOL HEALTH BRANCH REPORT

August 2019

- **News from the Supervisor's Desk:**

  Retirement- Two school nurses retired at the end of the school year. Ellie Rouillard was our full time float nurse. Ellie worked with us for a few years. She was a sub nurse before becoming the full time float nurse. Pat McBride was our pre-school nurse and she was with us for 11 years. Pat was 82 years old when she retired. Parker Varney dedicated their year book to her.

- **Openings-** At the end of the school year we had four open positions. The schools/open positions are Full-time float nurse, Southside MS, Beech St., and Wilson. In July Ellie Buck-Webb gave her notice that she is leaving McDonough Elementary School. That leaves five open positions.

- **New Hires-** I have been interviewing potential candidates for open positions. Marian Sheehan has accepted the position at Wilson Elementary School. I have a nurse interested in Beech Street School.

- **TOPIC: Incident Reports**

  - Incident Reports are a form the school nurses fill out for any significant incident or injury sustained at school by a student or staff member. For May and June, there were 33 days of school and 50 incident reports.

MD Office Visit	Urgent care or ER	Emergency Call - 911	Totals:
Student- 10 Staff- 9 Other- 0	Student -16 Staff- 1 Other-2	Student -10 Staff- 2 Other- 0	Total students= 36 Total Staff = 12 Other= 2
Total= 19	Total = 19	Total= 12	Total Reports=50

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School/ Nurse	Total Encounters Between 4/22/19-6/13/19 (33 days)	Total Encounters To Date 6/13/19	Enrollment Numbers as of 5/6/19
Bakersville & Preschool -M. Heustis RN, ASN	925	4115	400
Beech St- N. J. Woodbury RN, BSN	1747	8738	575
Central HS –J. Maglio RN, ASN & J. Scarafile RN, ASN	1815	9422	1368
Gossler Park – O. Bitzkowski RN, ASN	1640	8079	443
Green Acres – J. Pomer RN, ASN	1042	5587	478
Hallsville – B. Flanders RN, ASN	597	3277	271
Highland-Goffe's Falls- V. Stanwood RN, ASN	1458	6386	441
Hillside Middle School- Patricia Anglin RN, ASN	1655	8774	820
Jewett St & Preschool- Jennifer Laturno RN,BSN	1223	7347	464
McDonough –E. Buck Webb RN, ASN	994	4761	508
McLaughlin Middle School- J. Gattuso RN, BSN	2054	9962	761
Memorial HS- M. Bozoian RN, ASN & C. Meisel RN	2113	11436	1386
MST CTE- S. Nelson RN, BSN NCSN MST HS- S. Nelson RN, BSN, NCSN	108 659	735 3948	219 371
Northwest –K. Seitz RN, ASN	1448	7033	682
Parker Varney-Janine Kerouac RN, ASN DELP – Patricia McBride RN	1610	7929	580
Parkside Middle School- L. Keefe RN, BSN	1363	7082	644
Smyth Rd- K. Meeker RN, ASN	1327	6301	423
Southside Middle school- Open Position	1200	5400	732
Webster St- B. Susan Walsh, RN ASN	1214	5607	453
West HS –C. Guinta RN, BSN NCSN & C. Cipolla RN, ASN	1196	6614	761
Weston- L. Hunter RN, BSN NCSN	884	4508	553
Wilson- Jade Chandronnait RN, BSN	1631	8791	448
Total Encounters for the District	29,903	151,832	13,781
** 12.6 % from SY 17-18 Visits (149,936)			

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Respectfully submitted,

J. Wyman RN, BSN

Jennifer Wyman, RN, BSN
Public Health Nurse Supervisor of School Health