

Anna J. Thomas, MPH
Public Health Director



BOARD OF HEALTH

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

CITY OF MANCHESTER
Health Department

AGENDA

BOARD OF HEALTH MEETING

MONDAY, JANUARY 14, 2019, 4:30 P.M.

MINUTES OF NOVEMBER 19, 2019 BOARD OF HEALTH MEETING

PROPOSED MEETING SCHEDULE FOR 2019

- A. PUBLIC HEALTH DIRECTOR'S REPORT
- B. CHRONIC DISEASE PREVENTION &
NEIGHBORHOOD HEALTH DIVISION REPORT
- C. COMMUNITY HEALTH DIVISION REPORT
- D. ENVIRONMENTAL HEALTH DIVISION &
PUBLIC HEALTH PREPAREDNESS REPORT
- E. SCHOOL HEALTH DIVISION REPORT

ADJOURN

NEXT MEETING: TBD

MINUTES OF MEETING

A regular meeting of the Board of Health was held on Monday, November 19, 2018, 4:30 p.m. at the Manchester Health Department, 1528 Elm Street, Manchester, NH.

Members present: Reverend Richard Clegg; Stephanie Hewitt, MSN, FNP-BC; Ellen Tourigny, MEd; Tanya Tupick, DO.

Staff present: Philip Alexakos, MPH, Public Health Preparedness Administrator; Robin Harper, Administrative Services Manager; Jaime Hoebeke, MPH, MCHES, Public Health Specialist III; Nicole Losier, MSN, RN, Public Health Supervisor of Community Health; Anna Thomas, MPH, Public Health Director; Jennifer Wyman, RN, BSN, Public Health Nurse Supervisor of School Health.

On behalf of the department and members of the board, Anna Thomas welcomed Reverend Richard Clegg as the newest member of the Board of Health.

ELECTION OF OFFICERS: Stephanie Hewitt nominated Tanya Tupick to be the Chair of the Board of Health.

MINUTES: Stephanie Hewitt moved to accept the minutes of the October 15, 2018, meeting of the Board of Health. Ellen Tourigny seconded. Motion carried.

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

Ms. Thomas reported on the following activities:

- The Senior Leadership Team is looking across the state and country to review potential models for the restructuring of the department going forward. In addition, the division is reviewing all current job classifications and A-steps requirements as a part of the restructuring.

Once the restructuring plan is completed, the department will seek approval of the plan from the Human Resources Committee and the Board of Mayor and Aldermen.

- A request for a compensation market analysis for all of the department's nursing positions was submitted to the Human Resources Department in September.
- Work is underway to add a new access point clinic space for people that are struggling with SUD and homelessness at the Hoitt Building with an anticipated opening in the spring of 2019.
- Healthcare for the Homeless program served 1756 unduplicated patients and the Manchester School District identified 662 school children as being homeless or displaced during the school year. More than half of these children are of elementary age.

- The department is doing well financially in the FY19 Budget year.

CHRONIC DISEASE & NEIGHBORHOOD HEALTH DIVISION REPORT: *Duly noted and accepted as submitted.*

Ms. Hoebeke reported on the following activities:

- Funding has been secured to support the completion of focus group sessions and Key Leader Interviews to support the development of the Manchester Community Needs Assessment/NHIS update, as well as a strategic plan for early childhood for the City.
- The Community Health Workers have conducted approximately 70 voluntary parent/caregiver surveys at Beech Street and Gossler Park Elementary Schools regarding family needs. Top needs identified by families include food, financial assistance for heat/water, affordable childcare, and access to medical and mental health services. The Community Health Workers are assisting families to connect with the appropriate community resources. .
- Based on the results and other data, the Community Schools Project will be establishing a food pantry located at Gossler Park Elementary School and distributing bimonthly food bags at evening events at the Beech Street Elementary School.
- Kristen Treacy resigned from her position as Weed & Seed Coordinator to accept a position with the City's Office of Youth Services Department.

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

Ms. Losier reported on the following activities:

- Despite being short-staffed, the Oral Health program is progressing nicely. Many thanks to the administrative and community schools staff for their much needed assistance.
- The number of refugees being settled in Manchester has dropped considerably with only one family arriving in the month of October. .
- The division continues to provide flu vaccine on a walk-in basis for anyone requesting one. Flu clinics were provided for city employees and school district staff.
- Division staff continues to provide off-site HIV screening and counseling.
- Recruitment is underway to fill 2 vacant CHN positions and one dental assistant position. The Mayor has approved the hiring of per diem CHN's which will help tremendously due to the vacancies. The department also received permission to hire per-diem dental assistant positions until the position can be filled.

COORDINATOR OF PUBLIC HEALTH PREPAREDNESS / ENVIRONMENTAL HEALTH SUPERVISOR REPORT: *Duly noted and accepted as submitted.*

Mr. Alexakos reported on the following activities:

- Due to the first freeze occurring, NHDHHS ended mosquito trapping and testing services on October 16th. The division trapped 6 times more mosquitoes at the same locations and the same amount of days as prior seasons. There were 11 positive results (10 WNV Mosquito, 1 EEE mosquito), virus activity at all 3 trapping sites.
- Division staff provided, as well as attended many trainings during the month of October with a few of the trainings listed below:
 - WebEOC Training – attended by Robin Harper and Cheryl Schwotzer.
 - Food Safety Seminar provided training to over 150 people.
 - Bed Bug Training for a city-based homeless outreach mission.
 - Karen Sutkus provided a training on Hoarding for 80 health officers from across the state.
- On November 28th an Active Threat Exercise will be conducted by local Police, Fire, EMS and both hospitals. MHD will staff will serve as evaluators, and some staff have volunteered to play the role of victims.

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

Ms. Wyman reported on the following activities:

- School Health Staff provided flu clinics for staff in the schools they are assigned to. The Community Health Division assisted at 5 of the schools due to staff shortages.
- Ms. Thomas said that the department is exploring the possibility of providing Narcan to the school nurses in the elementary schools. Currently, Narcan is only provided at the middle and high school levels. The department is exploring placing Narcan in the elementary schools as well.
- School Nurse Offices are busier this year as the nurses are seeing more students requiring acute care procedures during the school day.

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

Respectfully submitted,

*Robin Harper
Secretary to the Board of Health*

Board of Health

2019 Meeting Dates

January 14, 2019

February 11, 2019

March 11, 2019

April 8, 2019

May 13, 2019

June 10, 2019

August 12, 2019

September 9, 2019

October 21, 2019*

November 18, 2019*

December 9, 2019

(*3rd Monday due to Holiday)

Board of Health

2019 Meeting Dates

January 14, 2019

March 11, 2019

May 13, 2019

August 12, 2019

October 21, 2019*

December 9, 2019

(*3rd Monday due to Holiday)

PUBLIC HEALTH DIRECTOR'S REPORT
JANUARY 2019

1. **STRATEGIC PLANNING:** Attached please two requests which have been submitted to the City's Human Resource and Insurance Committee for updating one slate of the Department's job classifications and for restructuring sections of the Department. These proposals have been approved at the Committee level and will now go before the full Board on January 15th.

In February, I will be bringing forward a Nursing Recruitment and Retention Strategy as well as additional updates to job classifications within the Department to the City's Human Resource and Insurance Committee for consideration.

2. **BOARD OF HEALTH MEMBER:** We are continuing to work on recruiting a dentist replacement for the Board.
3. **COMMUNITY ENGAGEMENT:** On January 9th, I presented to the senior leadership of Catholic Medical Center on current and emerging needs facing the City. On January 10th, I remotely participated on an "Emerging Leaders in Public Health" panel which was convened by the Kresge Foundation. This convening brought more than 40 public health leaders from across the country together to talk about our Departments' transformational concepts. I have also been asked to present to the Queen City Rotary on January 28th. Lastly, I have been elected to the Board of the Greater Manchester Chamber of Commerce.
4. **FINANCIAL STATUS REPORT:** Attached.

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

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BOARD OF HEALTH
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CITY OF MANCHESTER
Health Department

December 27, 2018

Honorable Kevin Cavanaugh, Chairman
Human Resources and Insurance Committee
City of Manchester
One City Hall Plaza 03101

RE: Request for revision of class specifications

Dear Chairman Cavanaugh and Committee Members:

Over the past year, the Manchester Health Department has undergone a strategic planning process, internal operations review and financial models assessment. In doing so, we have found that many of our class specifications are outdated and in need of revision. In fact, the Department has not updated any of its class specifications in over 10 years. We have reviewed them and made recommendations for the following class specifications:

Community Health Nurse - 7070
Certified Community Health Nurse - 7090
Dental Hygienist - 7040
Public Health Dental Assistant - 7041
School Nurse I - 7060
School Nurse II - 7065
Certified School Nurse - 7067
Public Health Specialist I - 7000
Public Health Specialist II - 7010
Public Health Specialist III - 7015
Environmental Health Supervisor - 7105
Public Health Administrator - 7114

The specific reasons for these changes are:

- Adding more clarification of knowledge and duties
- Adding new and updated certifications to experience and training
- Adding clarification on supervision and chain of command
- Eliminating prescriptive years of experience to attract more candidates
- Adding more clarification on physical abilities

Please do not hesitate to contact me with any questions you might have.

Thank you and sincerely,

Anna J. Thomas, MPH
Public Health Director

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*Anna J. Thomas, MPH
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CITY OF MANCHESTER
Health Department

December 28, 2018

Honorable Kevin Cavanaugh, Chairman
Human Resources and Insurance Committee
City of Manchester
One City Hall Plaza 03101

RE: Request for Restructuring of the Health Department

Dear Chairman Cavanaugh and Committee Members:

The Manchester Health Department respectfully requests consideration of a restructuring plan developed over the past year during our strategic planning efforts as well as our operational and financial models review. This proposal strengthens the Department's chain of command, adds depth within the organization for succession planning and creates an estimated cost-savings of \$43,669.00 to the overall budget, depending on internal advancement. This would also better align common services within the appropriate branches and specialty of work. The Department has not restructured its operations in over 12 years.

We request the following changes:

- Eliminate one vacant Deputy Public Health Director position and reinstate/add two Public Health Administrators to the complement to oversee the Health Protection and Health Promotion Sections
- Reinstate/add one Environmental Health Supervisor position to the complement to oversee the Environmental Public Health and Emergency Response Branch
- Eliminate one vacant Certified School Nurse which will be covered by an existing Public Health Specialist II position to assist with supervision of school nursing services
- Eliminate one Weed & Seed Coordinator Position and replace it with one Public Health Specialist I position already in the complement to fully integrate the work within the Neighborhood and Family Health Branch
- Add one Dental Hygienist to the complement within the Neighborhood and Family Health Branch

With this proposed restructuring, we plan to redistribute the Deputy Director's duties to two senior managers. This will also free up resources and lastly, will allow us to add a much-needed second dental hygienist to the complement to ensure continuity of operations.

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The Health Department's Oral Health Program has grown significantly from its inception in 1972 when it visited only six public schools in Manchester. Today, the mobile dental van boasts two dental operatories and visits all but one of the 22 public schools in Manchester providing dental treatment to over 600 school children every year; however, the staffing pattern of one dental hygienist and one dental assistant had not changed, even though the magnitude of the work has nearly quadrupled in volume and impact. By adding a second dental hygienist, which holds the appropriate credential to provide basic treatment options, efficiencies will be gained in the delivery of services and operations will not cease when one dental hygienist is unavailable.

Thank you in advance for your consideration of this request.

Sincerely,



Anna J. Thomas, MPH
Public Health Director

Jane Gile
Human Resources Director



CITY OF MANCHESTER

Human Resources Department

December 28, 2018

Kevin Cavanaugh, Chair
Human resources and Insurance Committee
One City Hall Plaza
Manchester, NH 03101

RE: Health Department Proposed Reorganization

Dear HRIC Members:

The HR Department has consulted with Anna Thomas, Public Health Director, regarding the proposed reorganization of the Health Department staffing.

The most significant change is the elimination of the Deputy Public Health Director position, grade 25, and replacing it with two lower grade Public Health Administrator positions, grade 24. This change aligns the Health Promotion Services and the Health Protection Services under the overall umbrella of the Health Department with professional administrators overseeing the respective delivery of services under each sector. It is a model used effectively in the past.

Along with this change is the addition of an Environmental Health Supervisor, grade 21 and an additional Dental Hygienist, grade 16 to the Health Department's complement. The latter is needed due to the increasing demands placed on the City's dental program through the years. Other changes proposed by the Health Director better align staffing with the respective service delivery sector and further reduce redundancies within the department.

Recommendations regarding the Health Department's complement of positions:

Add two (2) Public Health Administrators (7117) grade 24, exempt
Add one (1) Dental Hygienist (7040) grade 16, exempt
Add one (1) Environmental Health Supervisor (7105), grade 21, exempt

Eliminate one (1) Deputy Public Health Director (7107), grade 25, exempt
Eliminate one (1) Weed & Seed Coordinator, (9240), grade 16, non-exempt
Eliminate one (1) School Nurse (Certified), grade 18A, exempt

Respectfully submitted,


Jane E. Gile, SPHR, SHRM-SCP
Human Resources Director

1 City Hall Plaza • Human Resources Department • Manchester, New Hampshire 03101 • (603) 624-6543 •
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E-mail: HumanResources@ManchesterNH.gov • Website: www.manchesternh.gov

“Amending Sections 33.024, 33.025, & 33.026 (Deputy Public Health Director, & Weed & Seed Coordinator) of the Code of Ordinances of the City of Manchester.”

SECTION 33.024 CLASSIFICATION OF POSITIONS be amended as follows:

Delete Deputy Public Health Director, Class Code 7107, Grade 25
Delete Weed & Seed Coordinator, Class Code 9240, Grade 16

SECTION 33.025 COMPENSATION OF POSITIONS be amended as follows:

Delete Deputy Public Health Director, Class Code 7107, Grade 25,
exempt
Delete Weed & Seed Coordinator, Class Code 9240, Grade 16, non-
exempt

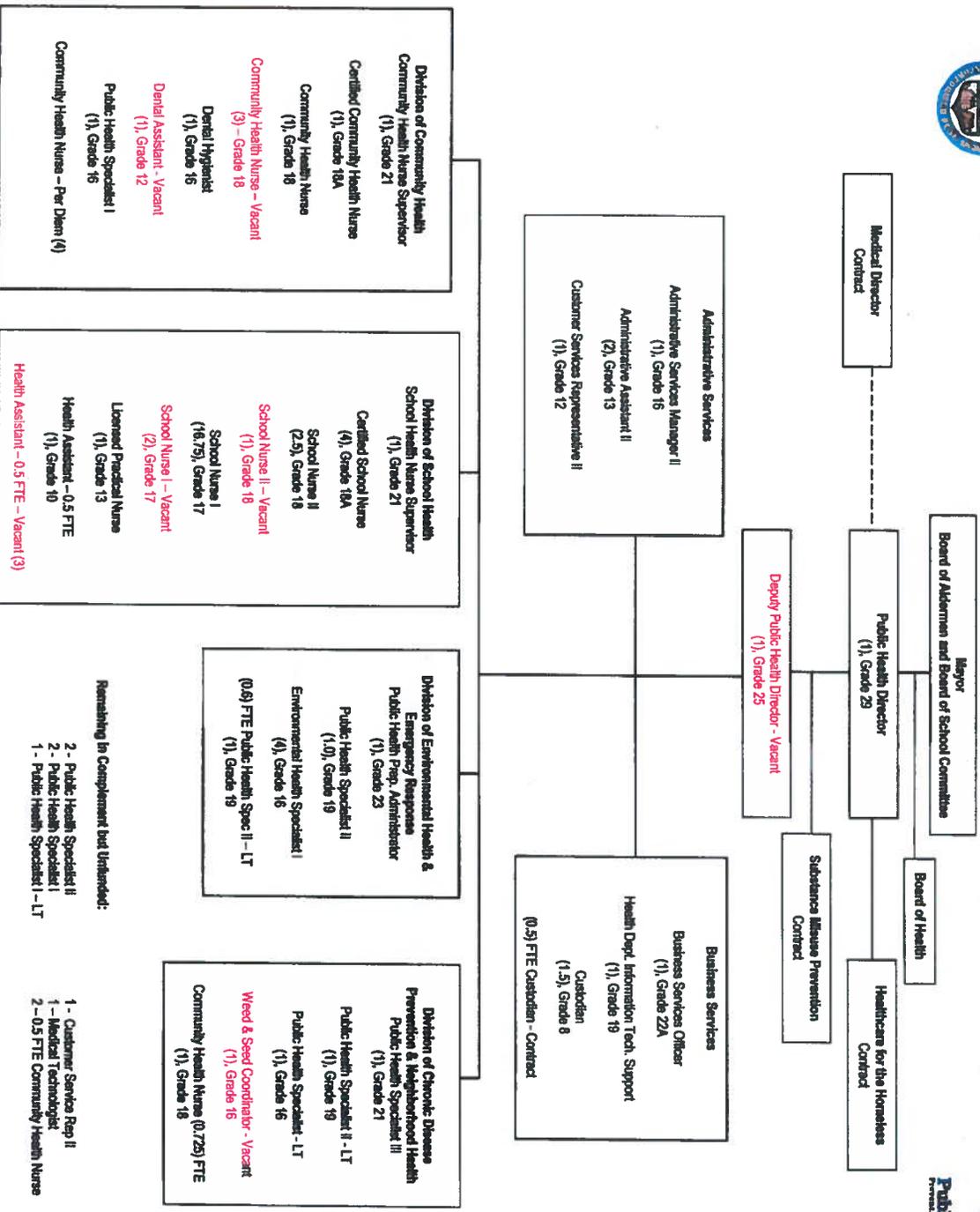
SECTION 33.026 CLASS SPECIFICATIONS be amended as follows

Delete Deputy Public Health Director, Class Code 7107, Grade 25,
exempt
Delete Weed & Seed Coordinator, Class Code 9240, Grade 16, non-
exempt

This Ordinance shall take effect upon its passage and all Ordinances or parts of Ordinances inconsistent therewith are hereby repealed.



CITY OF MANCHESTER HEALTH DEPARTMENT
CURRENT ORGANIZATIONAL CHART December 2018 - January 2019



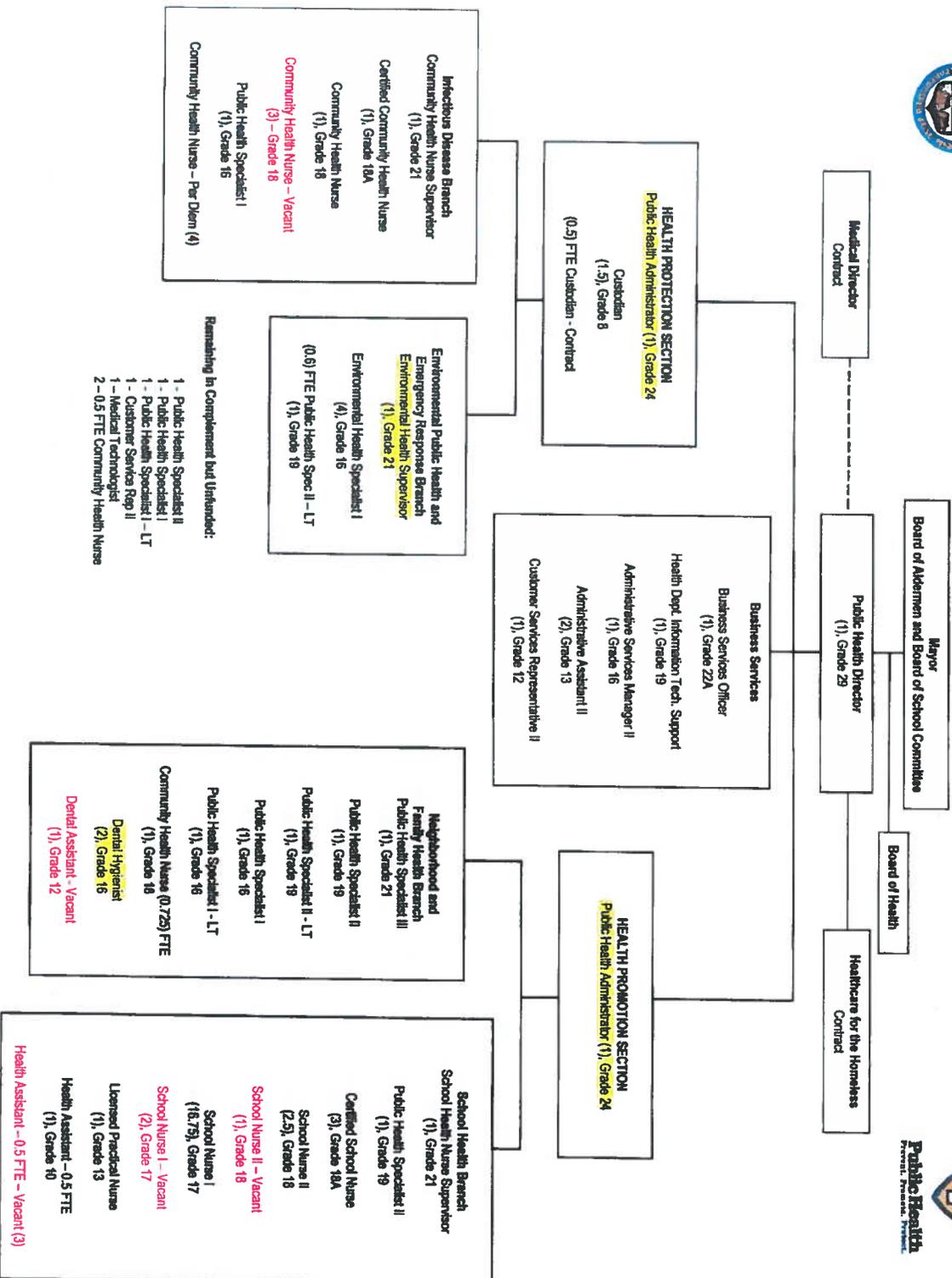
Remaining in Complement but Unfunded:

- 2 - Public Health Specialist II
- 2 - Public Health Specialist I
- 1 - Public Health Specialist I - LT

- 1 - Customer Service Rep II
- 1 - Medical Technologist
- 2 - 0.5 FTE Community Health Nurse



CITY OF MANCHESTER HEALTH DEPARTMENT
PROPOSED ORGANIZATIONAL CHART December 2018 – January 2019



Remaining in Complement but Unfunded:

- 1 - Public Health Specialist II
- 1 - Public Health Specialist I
- 1 - Public Health Specialist I – LT
- 1 - Customer Services Rpp II
- 1 - Medical Technologist
- 2 - 0.5 FTE Community Health Nurse

**MANCHESTER HEALTH DEPT
FY2019 Budget Report**

| | Budget | Expenditure 12/29/2018 | Balance |
|---------------------------------|--------------|---------------------------|------------|
| Regular Salary | \$ 1,353,081 | \$ 589,622 | \$ 763,459 |
| Overtime | \$ 5,000 | \$ 2,632 | \$ 2,368 |
| Health Insurance | \$ - | \$ - | \$ - |
| Dental Insurance | \$ - | \$ - | \$ - |
| Life Insurance | \$ - | \$ - | \$ - |
| Worker's Compensation | \$ - | \$ - | \$ - |
| Disability Insurance | \$ - | \$ - | \$ - |
| City Retirement | \$ - | \$ - | \$ - |
| FICA | \$ - | \$ - | \$ - |
| Staff Development | \$ - | \$ - | \$ - |
| Uniform Allowance | \$ 292 | \$ 84 | \$ 208 |
| Other Services | \$ 27,788 | \$ 11,991 | \$ 15,797 |
| Laundry Services | \$ 45 | \$ 45 | \$ - |
| Custodial Services | \$ 12,492 | \$ 6,246 | \$ 6,246 |
| Maintenance & Repair/Mach/Equip | \$ 3,000 | \$ 723 | \$ 2,277 |
| Gas, Oil, & Diesel for Fleet | \$ 3,640 | \$ 1,263 | \$ 2,377 |
| Vehicle Repairs | \$ - | \$ - | \$ - |
| Telephone | \$ 4,363 | \$ 2,446 | \$ 1,918 |
| Postage | \$ 2,300 | \$ 724 | \$ 1,576 |
| Advertising | \$ 739 | \$ - | \$ 739 |
| Printing, Publishing, Binding | \$ 960 | \$ 99 | \$ 861 |
| Travel, Conference, & Meetings | \$ - | \$ - | \$ - |
| Mileage Reimbursement | \$ 2,216 | \$ 725 | \$ 1,491 |
| Contract Manpower | \$ - | \$ - | \$ - |
| Duplicating Services | \$ 3,752 | \$ 1,912 | \$ 1,840 |
| Microfilms & Films | \$ - | \$ - | \$ - |
| General Supplies | \$ 4,917 | \$ 1,487 | \$ 3,430 |
| Minor Apparatus & Tools | \$ 1,428 | \$ 79 | \$ 1,349 |
| Custodial Supplies | \$ 3,940 | \$ 683 | \$ 3,257 |
| Books | \$ 535 | \$ - | \$ 535 |
| Periodicals | \$ - | \$ - | \$ - |
| Natural Gas | \$ 26,500 | \$ 909 | \$ 25,591 |
| Electricity | \$ 38,193 | \$ 22,162 | \$ 16,031 |
| Equipment | \$ 2,625 | \$ 417 | \$ 2,208 |
| Dues, Fees, & Licenses | \$ 7,000 | \$ 220 | \$ 6,780 |
| Medical Supplies | \$ 3,595 | \$ 1,073 | \$ 2,522 |
| Miscellaneous | \$ 448 | \$ - | \$ 448 |
| Special Projects | \$ 2,287 | \$ 128 | \$ 2,159 |
| | \$ 1,511,136 | \$ 645,671 | \$ 865,465 |

**MANCHESTER HEALTH DEPT
FY 19 Budget Report
School Health Division**

| | Budget | Spent as of 12/29/2018 | Balance |
|---------------------------------|---------------------|-----------------------------------|-------------------|
| Regular Salary | \$ 1,471,297 | \$ 521,145 | \$ 950,152 |
| Maintenance & Repair/Mach/Equip | \$ 750 | \$ - | \$ 750 |
| Advertising | \$ 750 | \$ - | \$ 750 |
| Printing, Publishing, Binding | \$ 2,300 | \$ 1,002 | \$ 1,298 |
| Mileage Reimbursement | \$ 500 | \$ - | \$ 500 |
| General Supplies | \$ 1,000 | \$ 387 | \$ 613.16 |
| Books | \$ 2,700 | \$ - | \$ 2,700.00 |
| Equipment | \$ 10,640 | \$ 1,523 | \$ 9,116.59 |
| Medical Supplies | \$ 12,400 | \$ 4,963 | \$ 7,436.90 |
| Miscellaneous | \$ 150 | \$ 80 | \$ 71 |
| | \$ 1,502,487 | \$ 529,100 | \$ 973,387 |

Health Department Budget Report - Revenues

| Account Description | FY19 Budget Amount | YTD Revenues 12/29/2018 | YTD Balance |
|------------------------|-----------------------|----------------------------|----------------|
| Medicaid Reimbursement | \$ 10,000 | \$ - | \$ (10,000) |
| Dental (Non-Medicaid) | \$ - | \$ 130 | \$ 130 |
| Flu Vaccine Revenue | \$ - | \$ - | \$ - |
| Copying Receipts | \$ 250 | \$ 17 | \$ (233) |
| Bounced Check | \$ - | \$ 30 | \$ 30 |
| Research Fee | \$ 200 | \$ 115 | \$ (85) |
| Testing Fees | \$ 13,500 | \$ 3,875 | \$ (9,625) |
| Day Care Health Ins | \$ 550 | \$ 400 | \$ (150) |
| Food License Fees | \$ 205,000 | \$ 98,040 | \$ (106,960) |
| Septic Inspection | \$ 1,000 | \$ 1,015 | \$ 15 |
| Bathing Facility | \$ 10,500 | \$ 475 | \$ (10,025) |
| | \$ 241,000 | \$ 104,097 | \$ (136,903) |

School Division Budget Report - Revenues

| Account Description | FY19 Budget Amount | YTD Revenues 12/29/2018 | YTD Balance |
|---------------------|-----------------------|----------------------------|----------------|
| School Chargebacks | \$ 2,282,511 | \$ 797,886 | 1,484,625 |

CHRONIC DISEASE PREVENTION AND NEIGHBORHOOD HEALTH

January 2019

1. MATERNAL AND INFANT HEALTH

- Healthy Start Home Visiting Program: During the time frame of January 2018-November 2018, the program successfully enrolled with 25 patients from 49 referrals (51% referral conversion rate). These referrals represent approximately 15% of the infants born by Manchester Community Health Center patients in 2018. Currently, this position is funded by Elliot Health System.

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. The Division is working with the YMCA and the community schools to identify other fitness programming opportunities, such as yoga and springtime walking programs.
- Health Education Programming: Amy Petrie and Victoria Adewumi are teaching a Stanford Diabetes Self-Management Program at Sweeney Apartments from January 9, 2019-February 13, 2019. The class is held once per week with approximately 10 participants.
- 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 planned to begin in July/August 2019.

3. SOCIAL CONNECTEDNESS AND SAFETY

- Youth Empowerment: The next Weed & Seed meeting will be held on January 16, 2019 from 10:00-11:00am at the Manchester Police Athletic League. Meeting members will be creating a meeting schedule with topics of interest for the calendar year.

4. HEALTHY HOMES

- Adult Asthma Home Visiting Program: The care coordination team at Elliot Health System, with support from IT at the Center for Excellence, is pulling data from Elliot's adult patient panel from primary care that could benefit from Asthma Home Visiting Services. Patients are being identified by the following criteria: persistent asthma diagnosis, at least 1 emergency department visit or hospitalization within the past 3 months, Medicaid or uninsured, and live in Manchester. Dr. Klunk, VP of Ambulatory Care Services/Pediatrician, is advising on this project. Once a patient list is generated, the care coordination team will send the names of identified patients to the Primary Care Providers to validate the list and notify them that a referral will be generated to MHD's program. Next steps include the creation of provider fact

sheets, data sharing and confidentiality agreements, and patient release and referral process/forms.

5. COMMUNITY SCHOOLS

- Community Care Coordination: A Food Pantry Site at Gossler Park Elementary School has been officially established through the NH Food Bank. As part of the pantry in December 2018, staff assembled and distributed 100 bags of food, which is the equivalent of 1,325 meals, for families in the Beech Street and Gossler Park neighborhoods. In addition, staff continued to assist with the Dental Van, which was working at Beech Street Elementary School for most of December 2018. 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 clinics.
- Behavioral/Mental Health Systems Integration: Dr. Cassie Yackley provided a training entitled "Trauma Theory" for teachers and staff at Gossler Park Elementary School on December 12, 2018. The focus of the course was to teach participants how adverse experiences may impact a child's developing brain and can hinder their capacity to engage in relationships and the academic setting. Educators developed an understanding, and skills for, intervening with students in a manner that allows the thinking brain to be engaged. This introduction to "trauma theory" for educators is preparing teachers for trauma-responsive intervention in their classrooms. Dr. Yackley is also conducting a schoolwide assessment of trauma-responsive practices at Beech Street and Gossler Park Elementary Schools to assist them in identifying strengths and areas for improvement.
- Child/Family Stability & Wellbeing: On January 17, 2019, a Bobcat University event is being planned for at Beech Street Elementary School from 5:30-6:30pm. A family dinner will be provided by the NH Food Bank, and resources will be covered for families to increase their health and wellness in the New Year.

Upcoming school-based events include:

- *Bobcat University Events at Beech Street Elementary School* – March 12, 2019
- *Leader in Me Parent Breakfast Events at Gossler Park Elementary School* – January 17 2019; February 21, 2019; March 21, 2019; and April 18, 2019.
- *Neighborhood Block Parties* – May 21, 2019 at Gossler Park Elementary School; and May 23, 2019 at Beech Street Elementary School

6. OTHER BUSINESS:

- Outside Funding Updates/Grant Proposals: The National Recreation and Parks Association (NRPA) selected our proposal for training and implementation support for the evidence-based, Walk with Ease program. In partnership with the City's Parks Division and the YMCA, staff will be trained to conduct the Walk with Ease model this spring with the goal of reaching 100 residents. The NRPA is funding all training expenses and materials for the program. An introductory grant call with NRPA will be held on January 15, 2019.

On January 23, 2019, the Governor and Council will be reviewing a new contract for Coronary Heart Disease and Diabetes initiatives in Manchester that will be funded through the State's CDC grant. If successful, a local agreement will be generated between MHD and CHAN in early February 2019 to define the scope of work and funding support.

- City of Manchester Wellness Committee: The Wellness Committee successfully completed a 4-week, citywide department challenge. The goals of the program included a department competition to get employees moving more, sleeping well, and staying hydrated. The department with the highest participation percentage was the Parking Division. The next Wellness Committee Meeting will be held on January 22, 2019.
- Community Assessment and Planning: The Division is working with the Community Health Institute to prepare for several focus groups and Key Leader Interviews to inform the creation of a Community Needs Assessment/Neighborhood Health Improvement Strategy (CNA/NHIS) update. The first round of groups and interviews were completed in December 2018 with a focus on early childhood development. This information will also be utilized to support the creation of an early childhood strategic plan. A second round of groups and interviews based on a broader definition of health will be conducted in February 2019.
- Staff Professional Development/Presentations:
 - On December 4-5, 2018, Jaime Hoebeke attended the "Whole Family Approach to Jobs" regional conference in Portsmouth, NH.
 - On December 12, 2018, Jaime Hoebeke and Amy Petrie participated in a Trauma Theory training at Gossler Park Elementary School.
 - On December 13, 2018, Amy Petrie completed the New Shopper Orientation Training at the NH Food Bank.
 - In December 2018, Jaime Hoebeke completed the online curriculum for the Results Based Accountability Certification Program and passed the examination. Next steps for full certification include a recorded presentation and a written action plan.

Respectfully submitted,

Jaime Hoebeke

*Jaime Hoebeke, MPH, MCHES;
Division Head*

COMMUNITY HEALTH DIVISION REPORT

January 2019

1. **ORAL HEALTH PROGRAM:** The City of Manchester Oral Health Program completed services at Beech Street Elementary School during the month of December. A total of 80 children received services on the dental van during the month of December.
2. **REFUGEE HEALTH PROGRAM:** Newly arrived adults receive tuberculin skin testing. Newly arrived children receive immunizations, TB skin testing and screenings for lead and anemia.

| | December |
|---|----------|
| # of new arrivals resettled in Manchester | 22 |
| # of adults | 9 |
| # of children | 13 |
| | |
| Democratic Republic of Congo | 22 |

All refugee children under the age of 16 are provided with lead and anemia screening and children under the age of 6 years old are provided with multivitamins with iron and a follow-up home visit is scheduled. During the month of December, six home visits were provided to refugee clients with children under the age of 6 years to provide lead education and assess iron supplementation.

3. **HEALTHY HOMES:**
 - a. Lead case management summary

| | December |
|--|----------|
| Manchester children receiving lead case management (>10 mcg/dl) | 51 |
| | |
| Manchester children newly identified with blood lead levels 10 mcg/dl or greater (venous) | 0 |
| Manchester children newly identified with blood lead levels between 3.0 – 9.9 mcg/dl (venous) | 1 |
| Manchester children newly identified with blood lead levels between 3.0 – 9.9 mcg/dl (capillary) | 5 |
| | |
| Number of initial (intake) home visits (>10 mcg/dl) | 0 |
| Number of follow-up visits (>10 mcg/dl) | 0 |
| Number of 3.0 – 9.9 home visits | 2 |

- b. The Community Health nurse providing lead case management also serves as the asthma case manager to provide in-home education to assist families in the management of their child's persistent asthma. There are currently 54 Manchester children receiving asthma case management services. Two intake visits and two follow-up home visits were provided during the month of December.

4. IMMUNIZATION PROGRAM:

- a. Clinic summary

| | December |
|--------------------------------|-----------------|
| Scheduled Immunization clinics | 14 |
| Total # of clients | 95 |
| # of adults | 45 |
| # of children | 50 |
| Total # of vaccines given | 204 |

5. TB CONTROL:

- a. Tuberculin skin testing summary

| | December |
|--|-----------------|
| TB skin tests administered at MHD | 47 |
| Positive skin tests identified through testing at MHD | 4 |
| Additional positive results reported to MHD by NH DHHS for investigation and case management | 3 |

- b. Community health staff investigate all reported positive tuberculin skin tests and TB blood tests in Manchester residents, and provide case management for clients with active disease and with latent TB infections who are at high risk for breaking down with active disease. Case management includes intake visits, monthly assessments and, for clients with active TB, Directly Observed Therapy (DOT). DOT is considered the standard of care and involves observing individuals with active TB taking every dose of TB medication.

Tuberculosis case management summary

| | December |
|---------------------------------------|-----------------|
| Active TB cases | 1 |
| Suspect active cases of TB | 3 |
| Latent TB infection (LTBI) cases | 23 |
| % of LTBI cases that are high risk | 13% |
| # of assessment / intake / DOT visits | 19 |
| # of clients receiving DOT | 1 |

6. COMMUNICABLE DISEASE PROGRAM:

- a. Communicable disease investigation summary

| | December |
|---------------------------------------|--|
| # Communicable Disease Investigations | 28 |
| | |
| # gastrointestinal | 8 |
| | Campylobacter Giardia Salmonella |
| # vaccine preventable | 3 |
| | Hepatitis A Varicella |
| # Hepatitis C | 6 |
| # Lyme disease | 6 |

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

| | December |
|---|-----------------|
| # of scheduled clinics | 8 |
| # of clients accessing clinic services | 26 |
| | |
| # chlamydia / gonorrhea tests | 18 |
| # syphilis tests | 20 |
| # HIV tests (rapid tests) | 18 |
| # HCV tests (rapid tests) | 5 |
| | |
| # of chlamydia treatments | 2 |
| # of gonorrhea treatments | 5 |
| # of syphilis treatments | 6 |
| # of treatments for other conditions (bacterial vaginosis, genital warts) | 1 |

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

Off-site HIV/HCV testing summary

| | December |
|---|----------|
| # HIV rapid tests provided | 26 |
| # reactive HIV screening test results | 0 |
| # Hepatitis C rapid tests provided | 26 |
| # reactive Hepatitis C screening test results | 10 |
| # confirmed Hepatitis C tests | 5 |

- c. The Public Health Specialist also conducted 5 home visits in an effort to contact 4 patients identified by NH DPHS with untreated gonorrhea to arrange for treatment and/or interview.

8. STAFF ACTIVITIES

- a. Two Community Health Nurses participated in a VFC site visit from the NH Immunization program on December 3rd. The Manchester Health Department was found to be in compliance with all issues regarding vaccine documentation, administration, storage and handling.
- b. Community Health Staff participated in Blood borne pathogens training provided by Stericycle on December 11th.
- c. The Public Health Nurse Supervisor and the Chief of Environmental Health and Preparedness met with the ICP from CMC and the Public Health Network Services/SNS Coordinator for the Greater Nashua Region on December 14th to discuss the implementation of an Infection Control workgroup in the Manchester area.
- d. One Community Health Nurse participated in the Asthma Health Improvement-Asthma Educator Network (AHI-AEN) meeting on December 19th.

Respectfully submitted,



Nicole T Losier, MSN, RN
Public Health Nurse Supervisor
Community Health Division

ENVIRONMENTAL HEALTH DIVISION & PUBLIC HEALTH PREPAREDNESS REPORT

December Activities 2018

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.
 - b) Work Groups:
 - i) Phil Alexakos and Sarah Morris continue to serve as the Department's representatives on the:
 - (a) Capability 14-Responder Safety and Health Workgroup: Did not meet
 - (b) Phil represents local public health on the Granite State Health Care Coalition. The group is working on establishing workgroups to tackle priorities from the HVA/JRA and Preparedness Plan. Phil is co-leading the *System Coordination and ACS Workgroup* with Patty Crooker from the Nashua Health Department. The Full GSHCC leadership team met on 12/6.
 - (c) Staff provided evaluation services in support of the Full-Scale Active Threat exercise held on November 28th at the SNHU Arena and local Hospitals and Medical Facilities. An after-action meeting is scheduled for January 16.
 - (d) Phil has been participating in the State Mass Fatality Management Workgroup.
 - (e) Phil and Nicole Losier met with Patty Crooker from Nashua HD and Ashley Conley, CMC, Infection Preventionist, on December 14, to learn more about the Greater Nashua IP Group and how we might benefit from starting a Greater Manchester group and/or integrate with the Greater Nashua's.
 - 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 met on November 5 and the next meeting is scheduled for February 4.
 - c) Medical Countermeasures-Operational Readiness Review (MCM-ORR): The Greater Manchester Region will be participating on a bi-annual MCMORR Review on May 8. We will also be filling out and submitted Quarterly Action Plans (new template) as well. This was submitted on December 31. NH DHHS indicated that CDC will be releasing updated PHEP Capabilities, which will include highly infectious outbreaks like (pandemic) influenza. No additional information is available.
 - d) Grants/Work plans: The Quarter 1 PHEP and PHAC reports were submitted and were reviewed by DHHS. Quarter 2 reports are due by January 25.
 - e) BioGuys: The group met on December 11 from 9:00 a.m.-1:00 p.m. to review the findings of the JRA/HVA assessment and the group selected two 'priorities' for the next 1-2 year period: Strengthen Engagement of Regional Partners in the PHN and Identify and Address Barriers to Sharing Information Among Regional Partners During an Emergency Response.

f) PHP Exercises/Activities/Trainings:

- i) Amateur Radio (HAM): Jeanne Wurtele participated in a Hillsborough County NET on December 10 and in-person training on December 20.
- ii) Technical Support:
 - (a) Phil is finalizing the AAR for the CMS Surge Exercise held in late October.
- iii) Fit testing: All EH staff was fit tested by Manchester Fire on their full face, SCBA masks in December.
- iv) Inventory: IV fluids were rotated with the Elliot Hospital on December 11.
- v) Exercises: N/A
- vi) Training (Attended): N/A
- vii. Outreach/Training (Offered): N/A
- i) Call-Downs:
 - (a) MACE, POD Manager call- downs were initiated on 12/28 via text and email, respectively. Next quarter, a different method will be used.

g) Greater Manchester Medical Reserve Corps (GMMRC): The next GMMRC meeting will be TBD, following a survey of members' preferences.

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 (Dates TBD).

2. FOOD PROTECTION:

- a) Failed Inspections: There were 8 failed routine food service inspections in December. All facilities have been offered food safety training. All will be placed on a monthly inspection cycle. This is a significant increase over previous month and reflects both an increased number of overall inspections (rate) and the larger than typical amount of time between routine inspections. As we are now at full staff and most of our food establishments have been inspected within the past 4 months, we expect that more frequent inspections and training offerings will work in concert to foster improved performance and safe food handling practices.
- 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: several walks/races and tasting/sampling events. The larger events this month were: Made in NH Expo, In-town Holiday Market.
- d) Food Safety Trainings:
 - 1. Training was provided to the staff and students of the Department of Juvenile Justice Services (Sununu Center) on December 7 to 16 people.

2. Food safety booklets were developed and collated for new and existing establishments in multiple languages. We will be providing 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.

f) Emergency Response: There were no OFF HOURS emergency responses in December. There was a situation where the MHD was contacted by MPD to visit a food establishment where there was a federal warrant served and food was found to be left out at ambient temperatures, overnight. Aaron Krycki and Bryan Matthews responded and left a notice to contact the Department as soon as the notice was received to discuss proper disposition of the food which was 'out of temperature'. Aaron and Phil visited the location in the evening and the next morning to assure that this food was not used. The management contacted the department the next day and the food was discarded and denatured accordingly.

g) Inspections: Over the course of the year (January 1- December 31, 2018) the Division completed: 894 routine food service inspections. As of December 31, all food establishments (which have been in business for more than 60 days) received at least one inspection. The Division will return to a 3-6 month inspection cycle based upon FDA Risk categories (population served, menu complexity) and past performance, and per Division Objectives.

3. SUMMONESES: There were 4 summonses issued in December, 3 for repeat critical item food code violations and 1 for an anti-litter ordinance violation. All have been corrected.

4. OTHER COMMUNITY EDUCATION and PRESENTATIONS: N/A

5. ENVIRONMENTAL HEALTH TRACKING:

a) 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 inspections are being posted to the website on a monthly basis.

b) The Department maintains its relationship with the NH Environmental Public Health Tracking Program as it pertains to ongoing data needs.

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 most recent meeting was held on November 7. The next meeting will be on January 9.

b) Aaron Krycki has been working with local and State partners to assess the conditions of a manure spreading operation located at 725 South Mammoth road. This practice has taken place, intermittently, on this parcel since the late 1980's, where our records date back. We have responded before, and our office has solicited the involvement of the NH Department of Agriculture on several occasions to help in the determination of any inconsistencies with Best Management Practices for the spreading of manure. As this agricultural practice pre-dates local zoning changes, it is permitted (pre-empted from nuisance law) and is not to be determined to be a nuisance, unless (non-binding) BMPs are not being followed, at which time it is up to the local community to determine next steps. Aaron has been responsive to both the original complainant and has served as a technical resource to Alderman Cataldo. The Health Department will serve on an upcoming committee to address BMPs and appropriate municipal follow-up.

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.

| <i>Date Range</i> | <i>Response Calls</i> | <i>Sharps Collected</i> |
|-----------------------------|-----------------------|-------------------------|
| 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 | 135+12= 147 | 369+13=382 |

N/C=not counted

d) Sophia (Japhet) Johnson continues her active participation on the Executive Board of the NH Public Health Association as its Treasurer and is the NHPHA’s representative to the Oral Health Coalition.

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

f) 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.

h) Bryan Matthews is representing the Division on the MHD Brand Awareness Team and Sophia Johnson is representing the Division on the Opportunity and Inclusion Team. Mike Carr will be the representative on the Safety Committee which will meet in January.

7. VECTORBORNE DISEASE PROGRAM:

- a) The State-wide Arboviral Meeting will be held on January 9.
- b) Sophia Johnson continues to represent the Department on the Tick Free NH Council.
- c) The Division submitted a grant application to NACCHO to be a Mentee in their Vector Control Mentorship Program. We will here in January as to whether we are admitted into the program. This would provide funds to enhance and develop local and regional capacity for vector surveillance, education and response.

8. RECREATIONAL WATERS:

- a) Indoor pools and spas are being routinely inspected.
- b) The next Certified Pool Operator trainings will be held on May 6-7, 2019 at the Manchester Health Department.

9. PERSONNEL, CONTINUING EDUCATION AND TRAINING:

- a) All EH staff will be assessed in the field by the EH Supervisor in the final quarter of the year or in Q1 of 2019, to assure that we are being as consistent as possible.
- b) Phil attended a full day of soil science training hosted by NH DES and given by the Merrimack County Conservation District.

10. UPCOMING TRAININGS AND MEETINGS (@MHD):

Regional Public Health Emergency Preparedness Council (Bioguys): February 12, 2019
10:00 am-12:00 pm.

Radiologic Response Training/ GMMRC Meeting: TBD

Volunteer Leadership (VELCRO): February 4, 2019, 4:45 p.m.-6:00 p.m.

Bed Bug Action Committee (BBAC): February 6, 2019, 10:00 a.m.-12:00 p.m.

Certified Pool Operator (CPO): May 6-7, 2019

Serv Safe: TBD

MHD Food Safety Seminar: April 15, 2019, 9:00am-11:00am and 2:00pm-4:00pm

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

Respectfully submitted,



Philip J. Alexakos, MPH, REHS
Public Health Preparedness Administrator

SCHOOL HEALTH DIVISION REPORT

January 2019

➤ **TOPIC: Nursing Activities:**

- Bakersville School- Mary Ann Skersey RN created a bulletin board. The bulletin board is for the holiday season. It is titled "Maintain Don't Gain" with tips for healthy holiday eating.
- Parkside MS- Lisa Keefe RN created a bulletin board titled "To bully or not to bully is the question. She provided resources and materials for staff and students.
- Weston- Lisa Hunter RN worked with the Weston PTO to make 20 Christmas food baskets for families in need. She also helped to facilitate the purchasing of Christmas gifts for 7 families, 12 children in all.

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

- I had another nurse give her notice. Jan Bross is leaving her position after 21 years as a school nurse. She will retire effective Jan. 18, 2019. She and her husband are moving to North Carolina. That leaves four school health offices without a full-time school nurse. To cover the open offices I am using a combination of sub nurses, our FT float nurse, and the second nurse from the high schools. Two new health assistants have been offered part time employment and have accepted their positions. We hope to start orientation with them soon.

➤ **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 the month of December there were 20 days of school and 14 incident reports.

| MD Office Visit | Urgent care or ER | Emergency Call - 911 | Totals: |
|-----------------------------------|-----------------------------------|-----------------------------------|--|
| Student-4 Staff- 4 Other- 0 | Student -8 Staff- 1 Other-0 | Student -5 Staff- 0 Other-1 | Total students= Total Staff = Other= |
| Total= 8 | Total = 9 | Total= 6 | Total Reports= 23 |

| School/ Nurse | Total Encounters Between 11/19/18-12/21/18 (20 days) | Total Encounters To Date 12/21/18 | Enrollment Numbers as of 11/19/18 |
|--|--|-----------------------------------|-----------------------------------|
| Bakersville & Preschool -M. Heustis RN, ASN | 466 | 1,512 | 398 |
| Beech St- N. J. Woodbury RN, BSN | 1,107 | 3,227 | 569 |
| Central HS –J. Maglio RN, ASN & J. Scarafilo RN, ASN | 1,257 | 4,056 | 1,428 |
| Gossler Park – O. Bitzkowski RN, ASN | 1,004 | 3,062 | 454 |
| Green Acres – J. Pomer RN, ASN | 736 | 2,186 | 462 |
| Hallsville – B. Flanders RN, ASN | 397 | 1,229 | 274 |
| Highland-Goffe’s Falls- V. Stanwood RN, ASN | 748 | 2,192 | 431 |
| Hillside Middle School- Jennifer Wyman RN, BSN | 1,182 | 3,624 | 815 |
| Jewett St & Preschool- J. Bross RN | 1,073 | 3,582 | 440 |
| McDonough –E. Buck Webb RN, ASN | 550 | 1,804 | 506 |
| McLaughlin Middle School- J. Gattuso RN, BSN | 1,084 | 3,861 | 714 |
| Memorial HS- M. Bozoian RN, ASN & C. Meisel RN | 1,448 | 4,895 | 1,409 |
| MST CTE- S. Nelson RN, BSN NCSN | 92 | 368 | 236 |
| MST HS- S. Nelson RN, BSN, NCSN | 453 | 1,664 | 384 |
| Northwest –K. Seitz RN, ASN | 922 | 2,594 | 692 |
| Parker Varney-Janine Kerouac RN, ASN DELP – Patricia McBride RN | 992 | 2,950 | 568 |
| Parkside Middle School- L. Keefe RN, BSN | 847 | 2,720 | 651 |
| Smyth Rd- K. Meeker RN, ASN | 773 | 2,348 | 416 |
| Southside Middle school- Open Position | 569 | 1,858 | 735 |
| Webster St- B. Open Position | 684 | 1,749 | 450 |
| West HS –C. Guinta RN, BSN NCSN & C. Cipolla LPN | 876 | 2,842 | 769 |
| Weston- L. Hunter RN, BSN NCSN | 567 | 1,596 | 536 |
| Wilson- Jade Chandronnait RN, BSN | 1,296 | 3,493 | 457 |
| Total Encounters for the District | 19,123 | 59,412 | 13,794 |
| | | | |



Respectfully submitted,

J. Wyman RN, BSN

Jennifer Wyman, RN, BSN

Public Health Nurse Supervisor of School Health