

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, MARCH 11, 2019 4:30 P.M.

**MINUTES OF JANUARY 14, 2019, BOARD OF HEALTH MEETING*
(*Minutes will be provided on day of meeting)

BOARD OF HEALTH POLICIES & PROCEDURES

- 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: MAY 13, 2019

MINUTES OF MEETING

A regular meeting of the Board of Health was held on Monday, January 14, 2019, 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, Chair.

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.

MINUTES: Richard Clegg moved to accept the minutes of the November 19, 2019 meeting of the Board of Health. Stephanie Hewitt seconded. Motion carried.

MEETING DATES: Discussion was held relative to the frequency and time that meetings of the Board of Health should take place. Board members expressed their desire to be more involved and assist the department as needed and suggested that regular meetings could be alternated with special meetings called to work on a certain task as needed. Board members and Senior Leadership staff agreed that regular meetings will be held every other month (excluding July) and Special meetings can be held on the odd months as needed. On February 11, 2019, a special meeting will be held to review the Board of Health Policies and Procedures. In addition, discussion will be held relative to revising the Board of Health's Commandments.

Stephanie Hewitt motioned to change the Board of Health Policies and Procures to reflect that meetings will be held every other month (6 times per year) for full group and special meetings be held on the odd months as needed. Ellen Tourigny seconded. Motion carried.

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

Ms. Thomas reported on the following activities:

- The department received approval from the Human Resources Committee to restructuring sections of the department and to update job descriptions within the department. The requests will go before the full Board of Mayor and Aldermen on January 15th for final approval.
 - The restructuring plan is based on the department's strategic planning process that was completed over the last year.
 - The restructure plan will allow for a model with a Public Health Director and 2 Public Health Administrators at its helm.
 - It will also add a position to work on behavioral and mental health issues in an effort to improve care to kids in the schools and to families.
 - An Environmental Health Supervisor will be appointed to oversee the EH Division.

- A second dental hygienist will be added to the department's complement. This will increase the number of students seen yearly and prevent stoppage in the case of an absence.
- Recruitment continues to fill 4 vacant School Nurse positions and 3 vacant Community Health Nurse positions. The challenge the department is facing is that there is a nursing shortage and the department is not able to compete with high salaries being offered to nurses in the private sector.
 - A proposal to increase the salary of the department's nursing staff will go before the Board of Mayor and Aldermen in February. If approved it would allow the department to be competitive in the job market.
- Funding is available from NACCHO to explore providing services such a needle exchange program which in addition to clean needles includes testing and counseling services and treatment. Providing the exchange services is very complicated logistically and will require more study.

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

Ms. Hoebeke reported on the following activities:

- The Manchester School District has received funding from the State to complete Phase I of the improvements of Gossler Park School's outdoor space. Improvements will include finishing the inclusive playground, parking expansion, new traffic flow, two basketball courts, soccer pitch, a recreation area and greening.
- The division continues to work with Dr. Cassie Yackley to provide "Trauma Theory" training for teachers and staff at Beech Street School and Gossler Park School. Dr. Yackley is also conducting an assessment of trauma-responsive practices at both schools to identify strengths and areas for improvement.
- The Food Pantry at Gossler Park Schools food pantry is up and running. Every other month bags are prepared for students at Beech Street and Gossler Park Schools to bring home to their families.
- The division is working with the Community Health Institute to prepare for several focus groups and key leader interviews to assist in the creation of a Community Needs Assessment/Neighborhood Health Improvement Strategy update.

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

Ms. Losier reported on the following activities:

- During the month of December, 22 new arrivals from the Democratic Republic of Congo settled in Manchester (9 adults, 13 children) and were seen by the Community Health Nursing staff.

- The State of New Hampshire is experiencing a Hepatitis A outbreak which is being seen primarily in the homeless and substance abuse populations. The division is working very hard at providing outreach to at-risk individuals and has gotten permission to offer free vaccine to those at high risk.

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

Mr. Alexakos reported on the following activities:

- Nicole and Phil met with Patty Crocker from Nashua Health Department and Ashley Conley, Infection Preventionist at CMC to learn more about the Greater Nashua IP Group to see how Manchester would benefit from starting a Greater Manchester group and/or to integrate with Nashua and Infection Control at CMC. More to follow on this topic in the future.
- The EH staff completed a large number of food service inspections in December. In addition to inspecting, the goal of the staff is to properly educate food handlers on safe food handling practices. The division worked together to put together a food safety booklet that is available in 5 different languages. In 2018 the division completed 894 routine inspections.

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

ADJOURN: Stephanie Hewitt moved to adjourn at 5:45 p.m. Richard Clegg seconded. Motion carried.

UPCOMING MEETINGS:

February 11, 2019, 4:30 p.m.	Special Meeting
March 11, 2019, 4:30 p.m.	Regular Board of Health Meeting

Respectfully submitted,

Robin Harper
Secretary to the Board of Health

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

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

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

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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

PUBLIC HEALTH DIRECTOR'S REPORT
FEBRUARY/MARCH 2019

1. **STRATEGIC PLANNING:** We are continuing to recruit and hire for newly-created and existing vacant positions within the Department. Over the past few months, we have also initiated team-based problem solving to address cross-cutting issues within Department such as (1.) inclusion and opportunity, (2.) branding and messaging and (3.) safety. This first team has draft an Inclusion and Opportunity Statement which speaks to our philosophy. We are seeking Board of Health approval to adopt the following:

"The City of Manchester Health Department believes that a culture of diversity, inclusion, and equity allows us to build neighborhoods of opportunity and reduce health disparities. We recognize the strength of our city is rooted in the unique needs, perspectives, backgrounds, identities, life experiences and beliefs of all people. As we strive to foster a healthy community, we are committed to inclusivity and valuing the contribution each person can make to ensure the legacy of our work is welcoming, resident-driven, trauma-informed, and compassionate."

2. **BOARD OF HEALTH MEMBER:** We are continuing to work on recruiting a dentist replacement for the Board.
3. **COMMUNITY ENGAGEMENT:** I have been asked to serve on the Mayor's Task Force to Address Homelessness and Manchester Proud's Community Planning Group. In addition, I have been ask to join WMUR's "CommUNITY team" which has formed to "move critical conversations forward and shine a light on the positive efforts that are helping to bring our neighbors together". An example of this work is as follows:
<https://www.wmur.com/article/manchester-program-provides-health-care-to-homeless/26478122> Lastly, I will be presenting to all of Catholic Medical Center's practice managers on March 12, 2019 on current and emerging needs facing the City.
4. **FINANCIAL STATUS REPORT:** Attached.
5. **STAFF MEETING MINUTES:** Attached.

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

**MANCHESTER HEALTH DEPT
FY2019 Budget Report**

	Budget	Expenditure 2/23/2019	Balance
Regular Salary	\$ 1,353,081	\$ 759,717	\$ 593,364
Overtime	\$ 5,000	\$ 3,026	\$ 1,974
Health Insurance	\$ -	\$ -	\$ -
Dental Insurance	\$ -	\$ -	\$ -
Life Insurance	\$ -	\$ -	\$ -
Worker's Compensation	\$ -	\$ -	\$ -
Disability Insurance	\$ -	\$ -	\$ -
City Retirement	\$ -	\$ -	\$ -
FICA	\$ -	\$ -	\$ -
Staff Development	\$ -	\$ -	\$ -
Uniform Allowance	\$ 292	\$ 225	\$ 67
Other Services	\$ 27,788	\$ 15,742	\$ 12,046
Laundry Services	\$ 45	\$ 45	\$ -
Custodial Services	\$ 12,492	\$ 8,328	\$ 4,164
Maintenance & Repair/Mach/Equip	\$ 3,000	\$ 1,223	\$ 1,777
Gas, Oil, & Diesel for Fleet	\$ 3,640	\$ 1,703	\$ 1,937
Vehicle Repairs	\$ -	\$ -	\$ -
Telephone	\$ 4,363	\$ 3,067	\$ 1,296
Postage	\$ 2,300	\$ 1,274	\$ 1,026
Advertising	\$ 739	\$ -	\$ 739
Printing, Publishing, Binding	\$ 960	\$ 99	\$ 861
Travel, Conference, & Meetings	\$ -	\$ -	\$ -
Mileage Reimbursement	\$ 2,216	\$ 1,031	\$ 1,185
Contract Manpower	\$ -	\$ -	\$ -
Duplicating Services	\$ 3,752	\$ 2,221	\$ 1,531
Microfilms & Films	\$ -	\$ -	\$ -
General Supplies	\$ 4,917	\$ 2,404	\$ 2,513
Minor Apparatus & Tools	\$ 1,428	\$ 529	\$ 899
Custodial Supplies	\$ 3,940	\$ 1,056	\$ 2,884
Books	\$ 535	\$ -	\$ 535
Periodicals	\$ -	\$ -	\$ -
Natural Gas	\$ 26,500	\$ 6,671	\$ 19,829
Electricity	\$ 38,193	\$ 29,375	\$ 8,818
Equipment	\$ 2,625	\$ 239	\$ 2,386
Dues, Fees, & Licenses	\$ 7,000	\$ 220	\$ 6,780
Medical Supplies	\$ 3,595	\$ 1,482	\$ 2,114
Miscellaneous	\$ 448	\$ 100	\$ 348
Special Projects	\$ 2,287	\$ 128	\$ 2,159
	\$ 1,511,136	\$ 839,904	\$ 671,232

Health Department Budget Report - Revenues

Account Description	FY19 Budget Amount	YTD Revenues 2/23/2019	YTD Balance
Medicaid Reimbursement	\$ 10,000	\$ -	\$ (10,000)
Dental (Non-Medicaid)	\$ -	\$ 140	\$ 140
Flu Vaccine Revenue	\$ -	\$ -	\$ -
Copying Receipts	\$ 250	\$ 18	\$ (232)
Bounced Check	\$ -	\$ 85	\$ 85
Research Fee	\$ 200	\$ 155	\$ (45)
Testing Fees	\$ 13,500	\$ 5,275	\$ (8,225)
Day Care Health Ins	\$ 550	\$ 500	\$ (50)
Food License Fees	\$ 205,000	\$ 125,085	\$ (79,915)
Septic Inspection	\$ 1,000	\$ 1,140	\$ 140
Bathing Facility	\$ 10,500	\$ 475	\$ (10,025)
	\$ 241,000	\$ 132,873	\$ (108,127)

School Division Budget Report - Revenues

Account Description	FY19 Budget Amount	YTD Revenues 2/23/2019	YTD Balance
School Chargebacks	\$ 2,282,511	\$ 1,236,472	1,046,039

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

	Budget	Spent as of 2/23/2019	Balance
Regular Salary	\$ 1,471,297	\$ 762,368	\$ 708,929
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	\$ 461	\$ 539.00
Books	\$ 2,700	\$ -	\$ 2,700.00
Equipment	\$ 10,640	\$ 2,659	\$ 7,981.00
Medical Supplies	\$ 12,400	\$ 6,053	\$ 6,347.00
Miscellaneous	\$ 150	\$ 119	\$ 31
	\$ 1,502,487	\$ 772,662	\$ 729,825

*Anna J. Thomas, MPH
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BOARD OF HEALTH
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Ellen Tourigny, MEd
Tanya A. Tupick, DO*

CITY OF MANCHESTER *Health Department*

Staff Meeting Minutes
January 15, 2019

In Attendance: Victoria Adewumi, Phil Alexakos, Lars Arneson, Kathleen Berg, Melanie Bozoian, Elinor Buck Webb, Janet Bross, Michael Carr, Pauline Demers, Beth-Ann Flanders, Jane Gattuso, Carol Guinta, Jaime Hoebeke, Andrea Iasillo, Sophia Johnson, Holly Kazakis, Lisa Keefe, Janine Kerouac, Aaron Krycki, Claire LaPointe, Nicole Losier, Joy Maglio, Kathleen Meeker, Carol Meisel, Sarah Morris, Amy Petrie, Jeanne Pomer, Kim Prokopik, Ellie Rouillard, Suzanne Rouleau, Janet Scarafile, Cheryl Schwotzer, Kelly Seitz, Karen Sutkus, Anna Thomas, Gabriela Walder, Jeanne Wurtele, Jennifer Wyman

The meeting was called to order by Public Health Director Anna Thomas at 3:20 p.m.

Presentation:

Anna opened with welcoming everyone to a new year with new opportunities. She thanked everyone for the past year and likened our department to a true family and team. Longevity presentations were made to the following people who have had an anniversary with the Health Department:

Victoria Adewumi – 5 Years	Christie Cipolla - 15 Years
Joy Maglio – 5 Years	Jaime Hoebeke – 15 Years
Ellie Buck Webb – 10 Years	Lisa Keefe – 15 Years
Beth-Ann Flanders – 10 Years	Karen Sutkus – 15 Years
Patricia McBride – 10 Years	Aaron Krycki – 20 Years
Kelly Seitz – 10 Years	Jane Gattuso – 30 Years

A special service award was given to School Nurse Janet Bross who has completed 21 years of service with the Health Department at Beech St. and Jewett schools and will be leaving us.

School Nurse Mary Ann Skersey presented Public Health Nurse Supervisor, Jen Wyman, with a special thank you award for all of her commitment to their team and willingness to step in when needed. They also presented her with a Super Nurse cape.

Anna then spoke in length about the School Nurse team and their efforts and challenges this past year with the changing demographics of the City and presented all of them with an award for Employee of the Year. Jan Bross pulled the door prize for a GC to Angela's Pasta Cheese shop and it was presented to Kathleen Meeker.

Next Staff Meeting: February 19, 2019 from 3:15-4:30 pm

Meeting Adjourned at 4:00 pm
Minutes prepared by:
Cheryl Schwotzer
Administrative Assistant

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Anna J. Thomas, MPH
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BOARD OF HEALTH
Stephanie P. Hewitt, MSN, FNP-BC
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CITY OF MANCHESTER

Health Department

Staff Meeting Minutes
February 19, 2019

In Attendance: Victoria Adewumi, Phil Alexakos, Kathleen Berg, Michael Carr, Jade Chandronnait, Rick Couture, Pauline Demers, Beth-Ann Flanders, Carol Guinta, Jaime Hoebeke, Andrea Iasillo, Holly Kazakis, Janine Kerouac, Aaron Krycki, Claire LaPointe, Jennifer LaTurno, Nicole Losier, Joy Maglio, Amy Petrie, Janet Scarafile, Cheryl Schwotzer, Mary Ann Skersey, Vera Stanwood, Karen Sutkus, Anna Thomas, Gabriela Walder, Jeanne Wurtele, Jennifer Wyman

The meeting was called to order by Public Health Director Anna Thomas at 3:20p.m.

Anna opened with welcoming everyone and presenting Gaby Walder and Rick Couture with gift cards for milestone birthdays. She then announced this month's Brand Ambassadors. Gift cards were awarded to Nicole Losier, Supervisor of Infectious Disease Branch; Kathleen Mahon, Community Health Nurse; and Suzanne Rouleau, Community Health Nurse. The Infectious Disease Branch continues to be short staffed as we are working toward a nursing recruitment and retention strategy. These three professionals have been going above and beyond to keep pace with the clinical and public health demands of our community. In response to our Hepatitis A outbreak, they recently stood up five off-site clinics vaccinating and protecting approximately 140 of our most vulnerable constituents. THANK YOU for your resilience and for your commitment to serving those who need us most.

Also awarded was Robin Harper, Administrative Services Manager. This May Robin will be celebrating her 43rd anniversary with us. In all of our restructuring, Robin continues to step up and help shape the future team of the Manchester Health Department. She consistently covers the front desk operations when no one else can without complaint and assists on the Dental Van when needed. Robin is always bringing her expertise and great ideas forward to make us all better professionals.

Presentation:

Phil introduced the special speakers. We had Crissie Ferrara and Kathy Bates with us from the Institute on Disability - NH Disability & Public Health Project. They presented training on "Cultural Competence with Disability". They engaged the staff with a warm up activity and went over disability in NH, understanding health equity and communicating with and about disability.

Anna mentioned that backpacks with supplies were still available for any of the school nurses to take for children that they know could use them. Door prizes were pulled with three winners. Jade Chandronnait and Carol Guinta each won scratch tickets and Janine Kerouac won the \$25 gift card.

Next Staff Meeting: March 19, 2019 from 3:15-4:30 pm

Meeting Adjourned at 4:30 pm
Minutes prepared by:
Cheryl Schwotzer
Administrative Assistant

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INFECTIOUS DISEASE BRANCH REPORT

March 2019

1. **ORAL HEALTH PROGRAM:** The City of Manchester Oral Health Program provides dental services to eligible children during the school day on the dental van:

	January	February
Parker Varney	39	
Webster	47	
Green Acres	5	
Weston		18
Jewett		22
Total	91	40

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.

	January	February
# of new arrivals resettled in Manchester	2	0
# of adults	2	0
# of children	0	0
Democratic Republic of Congo	2	
Refugee home visits (lead education / iron supplement)	0	0

3. **HEALTHY HOMES:**

- a. Lead case management summary

	January	February
Manchester children receiving lead case management (>10 mcg/dl)	52	54
Manchester children newly identified with blood lead levels 10 mcg/dl or greater (venous)	0	1
Manchester children newly identified with blood lead levels between 3.0 – 9.9 mcg/dl (venous)	4	1
Manchester children newly identified with blood lead levels between 3.3 – 9.9 mcg/dl (capillary)	5	3

Number of initial (intake) home visits (>10 mcg/dl)	0	1
Number of follow-up visits (>10 mcg/dl)	0	1
Number of 3.0 – 9.9 home visits	2	1

b. Childhood asthma case management summary:

	January	February
Manchester children receiving asthma case management	40	40
# of initial (intake) home visits	0	0
# of follow-up home visits	0	0
# attempted (unsuccessful) home visits	1	0

4. **IMMUNIZATION PROGRAM:**

a. In-house clinic summary

	January	February
Scheduled Immunization clinics	13	11
Total # of clients	97	74
# of adults	61	39
# of children	36	35
Total # of vaccines given	191	208

b. Hepatitis A immunization clinics were provided at offsite venues that provide services to individuals at high risk of contracting Hepatitis A, including the 1269 Café, New Horizons, the Farnum Center, and Hope for NH Recovery. High risk clients were also able to receive Hepatitis A vaccine in-house.

Hepatitis A response summary

	January	February
# of offsite Hepatitis A clinics	2	6
# adults vaccinated offsite	19	149
# adults vaccinated in-house	1	15

c. Immunization assessment and education visits were provided for 11 childcare facilities during the month of February.

5. **TB CONTROL:**

a. Tuberculin skin testing summary

	January	February
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TB skin tests administered at MHD	34	34
Positive skin tests identified through testing at MHD	2	2
Additional positive results reported to MHD by NH DHHS for investigation and case management	2	8

b. Tuberculosis case management summary

	January	February
Active TB cases	0	0
Suspect active cases of TB	4	5
Latent TB infection (LTBI) cases	20	14
% of LTBI cases that are high risk	10%	14%
# of assessment / intake / DOT visits	33	21
# of clients receiving DOT	2	3

6. **COMMUNICABLE DISEASE PROGRAM:**

a. Communicable disease investigation summary

	January	February
# Communicable Disease Investigations	43	37
# gastrointestinal	5	5
	Campylobacter Giardia Salmonella	Campylobacter Crypto Salmonella STEC
# vaccine preventable	7	11
	Hepatitis A Varicella	Hepatitis A Measles Varicella
# Hepatitis C	16	10
# Lyme disease	9	7

- b. Surveillance and recommendations were provided to two residential facilities in January and two in February experiencing an increase in influenza-like illness.

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

	January	February
# of scheduled clinics	10	8
# of clients accessing clinic services	31	32

# chlamydia / gonorrhea tests	23	24
# syphilis tests	20	24
# HIV tests (rapid tests)	25	27
# HCV tests (rapid tests)	7	10
# of chlamydia treatments	1	1
# of gonorrhea treatments	2	2
# of syphilis treatments	4	3
# of treatments for other conditions (bacterial vaginosis, genital warts)	5	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, the Element Lounge and Family Willows.

Off-site HIV/HCV testing summary

	January	February
# HIV rapid tests provided	35	33
# reactive HIV screening test results	0	0
# Hepatitis C rapid tests provided	27	28
# reactive Hepatitis C screening test results	6	11
# confirmed Hepatitis C tests	1	8

- c. The Public Health Specialist also conducted 10 home visits in an effort to contact 7 patients identified by NH DPHS with untreated gonorrhea to arrange for treatment and/or interview during the months of January and February.

8. STAFF ACTIVITIES

- The Public Health Nurse Supervisor participated in the NH Immunization Practice Partners meeting in Concord on January 16th.
- The Public Health Nurse Supervisor participated in the Refugee Advisory Council meeting in Concord on January 16th.
- The Public Health Nurse Supervisor participates in weekly Hepatitis A response meetings with NH DHHS.
- The Public Health Nurse Supervisor and the Chief Operations Officer attended the Nashua LTC / Infection Control Partners meeting on January 29th.
- The Public Health Nurse Supervisor participated in a meeting with Elliot Hospital and NH DHHS to discuss HIV testing in the Emergency Room as well as the potential for Hepatitis A vaccination in the Emergency Department for High Risk Individuals on January 30th.
- Infectious Disease Branch staff and the NH Immunization Program held our quarterly contract meeting on February 5th.

- g. The Public Health Nurse Supervisor participated in the CDECC (Communicable Disease Epidemic Control Committee) meeting by telephone on February 6th.
- h. The Public Health Nurse Supervisor, the Chief Operations Officer, and a representative from the NH Healthy Homes Program held our quarterly Lead Poisoning Prevention contract meeting on February 20th.
- i. The Public Health Nurse Supervisor and the CHN who is the Immunization Point person participated in the "Vaccines for Children" assessment training with staff from NH DHHS and the Nashua Health Department on February 20th.
- j. The Infectious Disease Branch continues to host nursing students from NH Technical College in Concord.

Respectfully submitted,



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

ENVIRONMENTAL HEALTH BRANCH

January/February Activities 2019

1. FOOD PROTECTION:

- a) Failed Inspections: There were **0** failed routine food service inspections in 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: 56 Temporary Permits were issued during Jan/Feb 2019. The larger events during this time were: Made in NH Expo and the Farm and Forest Expo.
- d) Food Safety Trainings: 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:
- 1) Aaron Krycki and Mike Carr responded to a water main break on Hooksett Road on Jan 23rd. 3 Food establishments were required to cease operations until water service was restored at 7:00PM that evening. Initial estimates for the outage were 7-8 hours at a minimum resulting in these establishments opting to close for the evening.
 - 2) Aaron responded to an appliance fire at Manchester School of Technology on February 7th. A clothes dryer utilized within the Introduction to Culinary Science (a permitted kitchen) caught fire when left operating without supervision. Minimal food loss incurred, however, all food pans and surfaces required thorough cleaning and sanitizing prior to resuming of operations. A resinspection was performed to assure all sanitation requirements were met.
- g) Inspections: During Jan-Feb, the Division completed: **206** routine food service inspections. The Division has returned to a 3-6 month inspection cycle based upon FDA Risk categories (population served, menu complexity) and past performance, and per Division Objectives.

2. SUMMONESSES:

- a) There was **2** summonses issued in January/February for a repeat critical item food code violation identified during food inspections. These violations have been corrected.
- b) **1** summons for failure to correct a failed on-site sewage disposal system – Replacement of system is currently in plan review stage with potential for connection to municipal service pending a potential Planning Board reconsideration of expanded development

for the parcel. Active monitoring of the property is ongoing to assure adherence to effluent management and project progress parameters are being maintained

4. OTHER COMMUNITY EDUCATION and PRESENTATIONS: N/A

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.

6. SPECIAL ACTIVITIES:

- a) Phil Alexakos, Aaron Krycki and Bryan Matthews 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.*
- b) Aaron Krycki performed an environmental health assessment in response to an indoor air quality and mold concern in a classroom at West High School. Factors identified in one classroom as being a major contributor was inadequate cleaning of chalk dust accumulating in the space. After cleaning of the space, airborne particulate levels were reduced to 20fold. Source reduction and increased frequency of chalk dust cleaning were recommended moving forward.
- 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	147	382
January 1-February 28, 2019	20	20

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

f) Karen Sutkus 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 is the representative on the Safety Committee which will met in January.

7. VECTORBORNE DISEASE PROGRAM:

- a) Sophia Johnson continues to represent the Department on the Tick Free NH Council.
- b) Phil Alexakos and Karen Sutkus attended the State-wide Arboviral Meeting on January 9. Issues discussed included: Species submission schedules/protocols; pesticide permitting issues; Jamestown Canyon Virus.

8. RECREATIONAL WATERS:

- a) Indoor pools and spas are being routinely inspected. There were 3 Failed Pool/Spa Inspections (2 in Jan and 1 in Feb) resulting in closures; all three have resumed operating pending correction of violations. Facility operators were provided with CPO class schedule and provided with educational materials for deficiencies cited.
- 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 or in Q1 of 2019, to assure that we are being as consistent as possible.

10. UPCOMING TRAININGS AND MEETINGS (@MHD):

Bed Bug Action Committee (BBAC): May 1, 2019, 10:00 a.m.-12:00 p.m.

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

Two staff members are scheduled to attend

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 the Fall of 2019.

Respectfully submitted,

*Aaron Krycki, MPH, REHS, HHS
Environmental Health Supervisor*

PUBLIC HEALTH PREPAREDNESS REPORT

January/February Activities 2019

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 for Manchester and Bedford were also 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*: Met on January 23.
 - (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 (Jan 17).
The GSHCC will host its 1st Annual Conference on May 9th in Concord.
 - (c) Phil has been participating in the State Mass Fatality Management Workgroup.
 - (d) Phil and Nicole Losier attended the meeting of the Greater Nashua Infection Prevention Group on January 29. We are looking to host a meeting in Manchester in April.
 - 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 February 4. The group is looking to facilitate POD, HAM and/or shelter trainings in the next 6 months. A Hepatitis A update was also given.
 - (b) The NH Integrated Volunteer Summit will be held at Bow HS on April 6th.
 - 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 are looking to meet with our State SNS Coordinator in March to discuss upcoming changes in the process.
 - d) Grants/Work plans: The Quarter 2 PHEP and PHAC reports were submitted and were reviewed by DHHS.

e) BioGuys: The group met on February 12 from 10:00 a.m.-12:00 p.m. and reviewed 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. The group brainstormed ideas to support these priorities. Additionally, a Hepatitis A update was given.

f) PHP Exercises/Activities/Trainings:

- i) Amateur Radio (HAM): Jeanne Wurtele participated in a Hillsborough County NET on January 14 and February 11 and in-person training on January 24 at the City EOC and February 21 at CMC.
- ii) Technical Support:
 - (a) Sarah and Colleen Monks from the South Central Public Health Network are developing training on PHEP Capability 15 (Volunteer Management) for all of the PHN Coordinators at their upcoming meeting on March 12.
 - (b) MHD senior leaders met with members of the Boston Public Health Commission's leadership to share best practices across the public health continuum.
- iii) Fit testing/PPE: To be re-visited in March as part of a Hospital, EMS, First Responder and Public Health highly infectious agent preparation initiative.
- iv) Inventory: Ongoing assessment of supplies, both in-house and regionally.
- v) Exercises:
 - (a) Staff participated in the after-action meeting for the Full-Scale Active Threat exercise held on November 28th at the SNHU Arena and local Hospitals and Medical Facilities (January 16).
 - (b) Call-Downs: MACE, POD Manager call-downs will be completed in March.
- vi) Real World Events:
 - (a) Hepatitis A: The Infectious Disease Branch staff have been conducting education and vaccination outreach for facilities and organizations that serve populations at-risk for Hepatitis A (Ongoing and Multi-state)
 - (b) Measles: The ID Branch investigated a multi-jurisdictional case of measles in a traveler. This involved NH, MA and NY Health Departments and CDC. Additionally, MHD participated in the joint crafting of press materials and associated public messaging.
- vii) Training (Attended):
 - (a) Phil successfully completed ICS 300.
 - (b) MHD staff attended "Cultural Competency with Disability" offered by the UNH Institute on Disability (February 19)

vii. Outreach/Training (Offered):

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

(b) Phil and Nicole were interviewed by the Hippo Press regarding the outbreak of Hepatitis A in NH.

g) Greater Manchester Medical Reserve Corps (GMMRC): The next GMMRC meeting will be held on March 21 and members recently completed a survey to inform next meeting and training topics as well as meeting dates and frequency which are being reviewed as of the submission of this report.

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 Operating Officer

SCHOOL HEALTH BRANCH REPORT

January and February 2019

❖ **TOPIC: Nursing Activities:**

- **Jewett St School-** I would like to welcome Jennifer LaTurno RN, BSN to our school health team. Jennifer has experience working inpatient settings and case management. She loves to work with children.
- **Potential New staff-** I have two nurses I who are interested in joining the school health team. They are great candidates and I hope that we can welcome them to our team in the next few weeks.
- **New Position in School Health-** I am happy to announce that the school health team now has an Assistant School Nurse Supervisor. Please join me in congratulating Jade Chandronnait BSN, RN, RN-BC, NCSN. She is the nurse at Wilson Elementary School. Jade is a caring and compassionate school nurse. Jade also has a passion for school nursing and is excited to advocate on behalf of the students in Manchester.

❖ **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 January and February there were 36 days of school and 23 incident reports.

MD Office Visit	Urgent care or ER	Emergency Call - 911	Totals:
Student-7	Student -2	Student -6	Total students-15
Staff- 8	Staff- 6	Staff- 2	Total Staff -16
Other- 1	Other-0	Other-1	Other-2
Total= 16	Total = 8	Total= 9	Total Reports -33

School/ Nurse	Total Encounters Between 12/24/18-2/15/19 (36 days)	Total Encounters To Date 2/15/16	Enrollment Numbers as of 3/6/19
Bakersville & Preschool -M. Heustis RN, ASN	677	2189	397
Beech St- N. J. Woodbury RN, BSN	1,645	4,872	581
Central HS –J. Maglio RN, ASN & J. Scarafile RN, ASN	1,532	5,588	1,394
Gossler Park – O. Bitzkowski RN, ASN	1,447	447	4,509
Green Acres – J. Pomer RN, ASN	1,032	476	3,218
Hallsville – B. Flanders RN, ASN	604	1,833	273
Highland-Goffe's Falls- V. Stanwood RN, ASN	1,231	3,423	437
Hillside Middle School- Open Position	1,523	5,147	832
Jewett St & Preschool- J. LaTurno RN, BSN	1,069	4,651	462
McDonough –E. Buck Webb RN, ASN	870	2,674	501
McLaughlin Middle School- J. Gattuso RN, BSN	1,683	5,544	717
Memorial HS- M. Bozoian RN, ASN & C. Meisel RN	1,902	6,818	1,403
MST CTE- S. Nelson RN, BSN NCSN	103	471	220
MST HS- S. Nelson RN, BSN, NCSN	708	2,372	373
Northwest –K. Seitz RN, ASN	1,291	3,885	688
Parker Varney-Janine Kerouac RN, ASN DELP – Patricia McBride RN	1,585	4,535	573
Parkside Middle School- L. Keefe RN, BSN	1,278	3,998	646
Smyth Rd- K. Meeker RN, ASN	1,106	3,454	418
Southside Middle school- Open Position	1,012	2,868	738
Webster St- B. Open Position	1,329	3,927	454
West HS –C. Guinta RN, BSN NCSN & C. Cipolla LPN	1,085	2,480	750
Weston- L. Hunter RN, BSN NCSN	884	2,480	548
Wilson- Jade Chandronnait RN, BSN	1,712	5,205	461
Total Encounters for the District	27,119	86,531	13,784

Respectfully submitted,

J. Wyman RN, BSN

Jennifer Wyman, RN, BSN

Public Health Nurse Supervisor of School Health