



City of Nashua

Division of Public Health & Community Services

18 Mulberry Street, Nashua, NH 03060

BOARD OF HEALTH MEETING

May 9, 2018

12:30 PM

Minutes

Call to Order 12:35 pm by Chair, Dr. Storage. BOH members present: Anthony Storage, DDS, Chair; Charles Cappetta, MD; Stephanie Wolf-Rosenblum, MD (via phone). Aldermen Liaison: Alderman Gathright; Guests: Alderwoman Klee; Kim Kleiner, Chief of Staff.

- Minutes from April meeting were approved.

1. **Director's Report**

Operational:

FY 19-20 Grants in process.

- Awarded \$25,000 in additional funds for FY 2019 for increase Substance Use Disorder activities – plan to focus on creating more educational opportunities for peer recovery support and Syringe Services. Moving ahead with 2019 grants budgets for programming.
- New postings for Community Health (1) Full Time Nurse & (1) Bilingual Outreach Worker positions are open.
- Quality Improvement
 - Developing internal staff competency assessment to assess department competencies.
- Question presented by BOH member on Lead Testing of Children:
 - Response: Lead testing for small children – Community Health has lead clinic available on Fridays 8:30 am – 10:30 am. PCP's have also been testing children. Meeting with State to review – upcoming (Tabled till next meeting)

2. **Department Updates and Performance Improvement Summaries Presented**

Community Health

- Quality Improvement:
 - Updated forms and included logo branding as part of quality improvement project with communicable diseases as suggested by the Accreditation board. Forms are to be used when anyone calls in to report a communicable disease or is referred by PCP etc.

Community Services

1. Epidemiologist:
 - SAS (new software) has been added for data collection to be analyzed & streamline forms
2. Health Promotion Specialist
 - Working on a procedure manual and Standing Operating Procedures for activities & reporting
 - Ramping up marketing & outreach using transit buses
 - Provider campaign for HPV is currently running on transit buses
 - Future campaigning to include Dentist
3. Public Health Network Services
 - CHIP : Goal objective survey to go out this week with additional questions including marketing (social), newsletters, and disability access for clients (i.e. language & mobility etc.)
 - GETS cards – Is an open phone line priority card given to the Board of Health Committee in case of an emergency they have the availability to make calls for priority services. Patty Crooker will gather information needed and will provide cards at an upcoming meeting
4. Environmental Health
 - Quality Improvement:
 - Plan review process
 - Using VAC (OLD) wanting updated software
 - Recreated intake forms
 - Vendor applications updated
 - Guidance document added to website on the step by step of applying for licenses etc.
5. Welfare
 - Coming in under budget with 60% used to date, will lower budget upcoming fiscal year
 - Stephanie Wolf-Rosenblum, MD questioned:
 - With Medicare changes how does lowering the budget impact current clients or new clients? Bob Mack: We also have a Welfare Trust Fund that can cover any overage that the budget does not.
 - Reviewed & updated financial standards
 - Quality Improvement
 - Translating & updating forms into Spanish
 - Staff meeting & sign-in sheets updated
 - Branding on all forms being added

3. Revisiting Dog Variance Request:

- Last year the opportunity presented to address dog friendly outdoor dining. Heidi Peek & Rene Beaudion of the Environmental Health department did very thorough research of NH and other states and developed language for a Dog Variance to the existing Food Code. Other locations were studied on how they do things, what works and what can be applied to Nashua.
- The initial request for a Dog Variance was not passed by the BOH last year due to the lack of a compelling argument.
- Heidi and Ren looked closely at the Dog Variance and updated things slightly while addressing things of concern.
- Residents continued to ask about having a dog friendly downtown.
- With further review, it was determined that there are 25 outside seating restaurants on Main Street.
- All locations are to have notices posted with EH sign-off and will need to be revisited every year.
- All dogs need to be licensed with tags showing they're up-to-date with their vaccinations. This will be left up to the restaurant to verify.
- Stephanie Wolf-Rosenblum, MD questioned:
 - Will there be training for staff on how to deal with the variance?
 - Response: There will be training and a Fact Sheet will be posted on the website and available at the EHD
- Outdoor Dining Dog Variance was approved by Board on May 9, 2018

4. BOH meeting place, time and accessibility discussion:

- Current location is a challenge- agreed to move meetings to City Hall (rm 208)
 - Plenty of parking available for all attending
- Time – Agreed to be changed to 12 pm
- Recording – Need more information on what is a Closed vs Open session in order to decide since there is some sensitive information regarding communicable diseases etc. (plan to f/u with legal)
 - A level of discomfort was communicated regarding recording of potentially confidential or private information
 - Concerns of public not having enough context of information discussed
 - This has been tabled for further discussion at the next meeting
- Proposed one quarterly meeting in the evening
- Changes to take place in August, 2018

5. Public Comments

6. Adjourn: 1:35 PM

Next Meeting:

Things to consider for next BOH meeting agenda:

- Recording – More information on Closed vs. Open session