



Needham Board of Health



AGENDA

Friday, October 9, 2015

7:00 a.m. – 9:00 a.m.

**Charles River Room – Public Services Administration Building
500 Dedham Avenue, Needham MA 02492**

- 7:00 to 7:05 - Welcome & Review of Minutes
- 7:05 to 7:30 - Director and Staff Reports
- 7:30 to 7:35 - Update on Bodyworks Implementation
- 7:35 to 7:45 - Human Services and Community Support
- 7:45 to 8:05 - Overview of MetroWest Adolescent Health Survey

Board of Health Public Hearing

- 8:05 to 8:25 - Public Hearing about Updates and Revisions to Existing Tobacco Regulation (Article #1)
- 8:25 to 8:45 - Public Hearing about Updates and Revisions to Existing Animal Regulation (Article #4)

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- 8:45 to 9:00 - Discussion of Medical Marijuana Regulations
- Next Meeting Scheduled for November 13, 2015
- Adjournment



NEEDHAM PUBLIC HEALTH



Director's Report

To: Needham Board of Health
From: Timothy Muir McDonald, Public Health Director
Date: November 17, 2015
Re: Monthly Report for October 2015

October was a busy month filled with presentations to the Exchange Club and to a panel at the Massachusetts Health Officers Association Annual Meeting, the development and refinement of draft regulations, the development of the Public Health's departments FY 2017 budget requests, a request to support a CATH-based social worker in FY 2016, and a lot of time invested to support Needham's emergency management activities.

Emergency Planning

Working in my role as the Town's Assistant Emergency Management Director, Dennis Condon (the Fire Chief and the EMD) and I applied for provisional certification of Needham's Local Emergency Planning Committee. Following an early October presentation to the State Emergency Response Commission, Needham's application for a two-year provisional certification was approved. This makes the Town eligible for additional state and federal emergency management/preparedness grant funding opportunities.

In addition, Donna Carmichael and I have worked with an outside contractor to develop a TableTop Exercise on a Water Contamination Scenario that will be conducted amongst Town Managers and state partners on November 23rd. The exercise builds off of a possible *E.Coli* water contamination in the Town, a false positive of which Needham was actually notified in August.

School Health Services

I have been asked to serve on the search committee to replace Mary Alice Stamer as the Director of School Health Services for the Needham Public Schools. Currently Elaine Tenaglia, a NPS School nurse, is serving in an interim capacity.

Budget Items

Your packet this month includes a memorandum and three "case vignettes" about social work/service support in the Town of Needham, and how it is often a complicated, interdisciplinary activity that pulls in members of the Public Health Department and the Council on Aging, as well as the Building Commissioner, the Needham Police, and other departments. The memo attempts to make a "case for change" on why the Town should redirect unobligated Public Health Department salary line funds to the Council on Aging's salary line to support a full-time social worker based at the Center at the Heights.

Additionally, I submitted the Public Health Department's FY 2017 budget request in late October. The Base Spending request from the Public Health Department for FY 2017 is \$583,961.57, which is a **9.70% reduction** on the amount allocated for FY 2016 at Annual Town Meeting. That includes a substantial reduction in full-time salary line costs, a modest increase in salary costs of temporary staff

members **to account for the fact that the Public Health Nurses are no longer located with the rest of the Public Health Department**,¹ and a modest increase to expense line costs which will support communications and additional training and professional association costs. My budget submission included three requests for additional funding or expanded services (DSR4s). They are:

1. The highest priority DSR4 requests funding to support a second full-time Environmental Health Agent to address the proliferation of inspectional service requirements and the increasing complexity of those requirements. Funds are requested in the amount of \$74,939 per year. That amount represents the maximum grade of the Town's salary range for the Environmental Health Agent position; the actual costs of hiring a second Environmental Health Agent may be lower.
2. The second priority DSR4 requests funding to support the IT costs related to the implementation of the Board of Health's Concussion Prevention, Education, and Training regulation. Funding in the amount of \$5,000 per year (estimated, actual costs may be lower) is requested to sustain a system (currently under development with MetroWest Health Foundation grant funds) which will track and maintain records of coaches' trainings in the CDC concussion awareness training Heads-Up. This tracking system and database is being developed to support the Board of Health's pending concussion regulation.
3. The lowest priority DSR4 requests funding in the amount of \$5,000 per year over a five-year period to support the costs necessary to prepare the Public Health Department to obtain National Accreditation from the Public Health Accreditation Board. Please note that this is the estimated cost to assemble all the materials and develop all the documents (targeted health improvement plan, strategic plan, etc.) that are required components of an accreditation application. The actual cost to apply for an accreditation application review is \$12,720 for a community of Needham's size; this covers accreditation for a five-year period, following which re-application is required.

Inclusive of new spending requests outlined in the DSR4s, the Public Health Department requests a FY 2017 allocation of \$663,900.57, which would **represent a 3.55% increase** to the amount allocated at the FY 2016 at Annual Town Meeting.

Marijuana & Indoor Tanning

A pair of draft regulations are included in your packet which would, if adopted, provide Board of Health oversight over the cultivation and sale of medical marijuana in Needham and would restrict access to tanning facilities for those individuals under 21 years of age. Carol Read and I worked with in partnership with other public health directors and substance abuse prevention coordinators to develop the draft medical marijuana regulation. Donna Carmichael and Rachel Massar worked to develop the draft indoor tanning regulation.

In both cases, extensive research into best practices and recent experiences in other health departments was undertaken. More detail is included in each of the packets pertaining to those draft regulations, but in brief:

1. The draft medical marijuana regulation ensures the safe and sanitary operations of Registered Marijuana Dispensaries (RMDs) and affirms that the sale of marijuana to persons with documented medical needs is not impeded.

¹ Associated costs include additional per diem nurses to offer Flu and Wellness Clinics in Town Hall since neither of the permanent Public Health Nurses is able to work in Town Hall, as well as additional office coverage for the two occasions per month when the Public Health Department meets as a full staff.

The draft regulation has secondary goals of preventing the diversion of marijuana and marijuana-infused products (MIPs) to the community at-large and to those persons without a documented medical need for marijuana, and eliminating or extensively mitigating the collateral consequences of RMD operations in the Town of Needham.

2. The draft tanning regulation is a complement to the Massachusetts Radiation Control Program regulation entitled “Tanning Facilities”. As written the regulation limits access to tanning facilities for individuals under 21 years of age. Limiting access to tanning facilities for minors will substantially reduce the long-term health consequences of indoor tanning; tanning is particularly harmful for teenagers.

Sincerely,

A handwritten signature in cursive script that reads "Timothy Muir McDonald".

Timothy Muir McDonald
Director of Public Health, Town of Needham

Needham Public Health Department
October 2015
Health Agents - Tara Gurge and Brian Flynn

Activities

<i>Activity</i>	<i>Notes</i>
Animal Permit Plan Review/Permit Issued	1 – Animal Permit Plan Review /Permit issued for: - <u>#131 Oxbow Rd.</u> – Variance approved to add 2 additional chickens to current four chicken permit request, for a total of six chickens on site. Permit issued.
Bodywork Mailing	Mailed out Bodywork applications to all establishments and practitioners in town along with copies of the recently approved BOH Bodywork Regulations.
Conference – MHOA	Attended MA Health Officers Association conference for one day in Hyannis, on October 22 nd . (Gained R.S. and Soil Evaluator CEU credits.)
Demo review/approval	7 – Demolition sign-offs (houses): • #95 Fair Oaks Park (garage) • #168 Pine Grove St. • #132 Washington Ave. • #190 Lindbergh Ave. (house/garage) • #87 Greendale Ave. (house/garage) • #18 Morley St. • #48 Fairview Rd.
Food Service Updates	4 – Food service updates: - <u>7-Eleven (#173 Chestnut St.)</u> – Change of owner. - <u>The Caterer/Little Lamb Catering (@ #301 Reservoir St.)</u> – OUT OF BUS. - <u>Huttenhouse Home Kitchen</u> – OUT OF BUS. - <u>Owens Poultry Farm</u> – Sold – Site to be future Hillside School. Timing TBD.
Food – Complaints	4 – New Food Complaints received for: - <u>Spiga Restaurant</u> – Report of foodborne illness. Site visit conducted. Met with manager on site to discuss complaint. Inspected food prep areas and checked temperatures of units, etc. No issues observed. - <u>Farmhouse Restaurant</u> – Received foodborne illness report from state (Donna fwd. to me). Site visit conducted. Spoke to owner about complaint. Complainant ate at multiple restaurants. No additional complaints received. Faxed follow-up to state. - <u>A New Leaf</u> – Report of large bag of carrots being used to prop open rear door (no screen present). Also vegetables and fruits being stored outside. Spoke to owner about complaint. Issues addressed. - <u>Sudbury Farms</u> – Report of hole present in top of bag of bread that was purchased. Site visit conducted. Met with store manager about complaint. Checked storage of bread items, got copy of recent pest control report. Will continue to monitor pest reports.
Farmers Market inspections	Rachel conducted inspections on Oct. 4 th and 18 th , to ensure that food safety protocols and food sampling protocols are being followed by permitted vendors. (Also working with Tom Gehman, Market Manager, on these inspections.)
Farmers Market Vendor Updates	2 – Farmers Market vendor updates– - <u>Boston Sword and Tuna</u> – Updated fish vendor supplier for Farmers Market (previously Reds Best Fish). - <u>FUNDamentally Nuts</u> - Added an additional vending date to existing permit.

Food – Temporary Food Permits	9 – Temp. food permits issued to: - <u>Needham Exchange Club –Oktoberfest</u> - <u>League of Women Voters</u> – Anniversary Tea and Cake @Powers Hall - <u>Center Café</u> – Cooking Demos (x2) @ Farmers Market - <u>Small Town Girl</u> - Needham High School Craft Fair - <u>FUNdamentally Nuts</u> – Needham High School Craft Fair - <u>Lakonia Greek Products</u> - Needham High School Craft Fair - <u>Chocolate Therapy</u> - Needham High School Craft Fair - <u>Deborah's Kitchen</u> - Needham High School Craft Fair
Food – New Plan Review	1 – Food Permit Plan Review conducted for: - <u>#199 Maple St. (Ruth's Bakery) Home Kitchen</u> – Home kitchen food permit plan review conducted. Comments sent.
Food – Pre-operation Inspections	5 – Pre-operation inspections conducted at: - <u>Temple Beth Shalom Daycare @ #670 Highland Ave.</u> – Pre-operation inspection conducted for satellite feeding site permit. - <u>#40 Chestnut Place (New Garden Restaurant)</u> – Final pre-operation inspections conducted (x4).
Food – Annual Permits	2 – Annual food service permits issued to: - New Garden Restaurant - Temple Beth Shalom Daycare @ #670 Highland Ave.
Housing – Complaint Follow-ups	4 – Follow-up to Housing Complaints: - <u>#321 Hillside Rd.</u> (On-going.) – Updated letter mailed. Follow-up inspection set for Nov. 12th with Building Commissioner. - <u>#6 Marked Tree Rd.</u> – Worked with pest company in monitoring pest reports. No activity observed. - <u>#18 Doane Ave.</u> – Follow-up inspection conducted with Donna C. Will continue to monitor. Follow-up site visit scheduled for week of Nov. 16th. - <u>#271 Linden St. (Needham Housing)</u> – Donna received report of no heat in unit. Followed-up with Needham Housing maintenance. Heat was fixed.
Housing – Annual Inspections at Walker Home and School	4 – Chap. II Annual Housing Follow-up inspections conducted (x4). All items addressed.
Nuisance – Complaints	5 – Nuisance Complaints/Follow-ups: - <u>BID Hospital (Lincoln St.)</u> – Site visits conducted (x2) by #86 Lincoln St. to take additional noise meter measurements of noise coming from hospital. - <u>DeFazio Restrooms</u> – Report of men's restroom being unsanitary. Referred to Patty Carey. Restrooms cleaned. - <u>#76 Brookline St.</u> – On-going rock drilling due to new construction. Neighbor had concerns with amount of dust migrating onto her abutting property. Site visits (x2) conducted. Met with Building Dept. on site. Spoke to builder about complaint. Stopped work until proper dust containment/equipment was being used. Work was resumed with proper dust control.
Permit Renewal Mailings	Mailed out permit renewal applications for the following permits: - Food (retail/food service) - Tobacco - Septic Installers (w/ exam renewal letters) - Septic/Medical Waste/Grease Haulers - Hotel - Indoor Swimming Pools - Disposal of Sharps - Animal (Biotec)

Septic – Abandonment Form	1 – Septic Abandonment Form received for: - <u>#99 Wellesley Ave.</u>
Septic – Addition to a Home on a Septic	1 – Addition Plan Review conducted for: - <u>#65 Wellesley Ave.</u> – Plan review conducted for a home office and dining room expansion. Memo sent to Building Dept.
Septic – Certificate of Compliance	3 – Certificates of Compliance issued for: - <u>#38 Brookside Rd.</u> - For upgraded septic system. - <u>#100 Forest St.</u> - For D-Box and septic tank tee replacement. - <u>#1516 Central Ave.</u> - For D-Box replacement.
Septic – Construction Permit (Minor Repair)	2 – Septic Construction Permits issued for: - <u>#1516 Central Ave.</u> – For D-Box replacement. - <u>#100 Forest St.</u> – For D-Box and septic tank tee replacement.
Septic Installer Exam	1 – Septic Installer Exam administered to: - Jason Haskell from All Clear Septic. (Did not pass exam. Will not be pursuing installer license.)
Septic – Installation Inspections	2 – Septic Installation inspections conducted.
Septic – Plan Review	1 – Septic Plan Review conducted for: - <u>#12 Brookside Rd.</u> – For upgraded system. Comments sent.
Special Permits/Zoning	1 – Special Permit/Zoning Reviews conducted for: - <u>Greendale Mews</u> – Comments sent. (DISCUSS)

Tobacco Compliance Checks	12 – Tobacco Checks conducted. Four Sales. Hearings scheduled for: - Great Plain Ave. Gas (Mobil Station) - Tedeschi Food Shops - Sudbury Farms - Dunkin Donuts Mini Mart DISCUSS with BOH.
Tobacco – Annual Permit	1 – Annual Tobacco permit updates: - <u>7-Eleven (#173 Chestnut St.)</u> – Change of owner.
Tobacco – Updated Regulations/ Memo	Mailed out copies of the recently approved BOH updated Tobacco Regulations, along with supplemental Flavor Ban information, to all our tobacco vendors. Will call and conduct site visits to each establishment to ensure that these new regulation requirements will be met on or before Jan. 1st.
Waste Hauler Truck Inspections	1 – Waste Hauler Truck inspection conducted for: - <u>Dispro Disposal</u> – Inspected new truck. Updated permit issued.

Yearly

Category	Jul	Au	S	O	N	D	J	F	M	A	Ma	Ju	Yly Tot	FY' 15	FY' 14	Notes/Follow-Up
Biotech	0	0	0	0	0	0	0	0	0	0	0	0	0	2	1	Biotech permits
Bottling	0	1	0	0	0	0	0	0	0	0	0	0	1	1	3	Bottling Permit insp.
Demo	13	13	16	7	0	0	0	0	0	0	0	0	49	100	117	Demo reviews
Domestic Animal	1	0	0	1	0	0	0	0	0	0	0	0	2	15	14	Animal permits
Food Service	9	10	16	14	0	0	0	0	0	0	0	0	49	220	198	Routine insp.
Food Service	5	2	5	5	0	0	0	0	0	0	0	0	17	26	43	Pre-oper. Insp.
Retail	4	5	7	10	0	0	0	0	0	0	0	0	26	71	69	Routine insp.
Resid. kitchen	0	0	3	0	0	0	0	0	0	0	0	0	3	8	11	Routine insp.
Mobile	1	1	1	0	0	0	0	0	0	0	0	0	3	10	13	Routine insp.
Food Service	2	5	1	8	0	0	0	0	0	0	0	0	16	52	36	Re-insp.
Food Service/ Retail	3	1	3	2	0	0	0	0	0	0	0	0	9	170	166	Annual permits
Food Service	5/4	3/0	17/0	9/2	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	34/6	96/44	90/52	Temp. food permits/ Temp. food

																insp.
Food Service	1/3	0/2	0/3	1/2	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	2/10	18/45	12/18	Farmers Market permits/ Market insp.
Food Service	1/1	2/2	0/0	4/4	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	7/7	17/21	15/16	New Compl./ Follow-ups
Food Service	4	3	1	1	0	0	0	0	0	0	0	0	9	35	28	Plan Reviews
Food Service	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	Admin. Hearings
Grease/ Septage Haulers	0	0	0	0	0	0	0	0	0	0	0	0	0	25	26	Grease/ Septage Hauler permits
Housing (Chap II Housing)	0/0	0/0	7/0	0/4	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	7/4	7/4	7/0	Annual routine insp./ Follow-up insp.
Housing	2/3	1/1	0/1	4/5	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	3/10	8/10	3/5	New Compl./ Follow-ups
Hotel	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	2/0	12/0	Annual insp./Follow-ups
Nuisance	6/6	7/7	2/1	5/4	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	20/18	43/47	42/44	New Compl./ Follow-ups
Pools	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	10/7	10/2	Pool insp./follow-ups
Pools	0	0	0	0	0	0	0	0	0	0	0	0	0	10	9	Pool permits
Pools	0	0	0	0	0	0	0	0	0	0	0	0	0	7	1	Pool plan reviews
Pools	0	0	0	0	0	0	0	0	0	0	0	0	0	6	6	Pool variances
Septic	2	0	0	1	0	0	0	0	0	0	0	0	3	9	8	Septic Abandon Forms
Septic	0	0	0	1	0	0	0	0	0	0	0	0	1	10	1	Addition to a home on a septic plan rev/approval
Septic	0	5	0	2	0	0	0	0	0	0	0	0	7	14	23	Install. Insp.
Septic	0	0	0	2	0	0	0	0	0	0	0	0	2	2	0	COC for repairs
Septic	1	0	0	1	0	0	0	0	0	0	0	0	2	0	6	COC for complete septic system
Septic	4	5	4	5	0	0	0	0	0	0	0	0	18	61	63	Info. requests.
Septic	0	0	1	0	0	0	0	0	0	0	0	0	1	3	2	Soil/Perc Test.
Septic	1	0	0	3	0	0	0	0	0	0	0	0	4	4	5	Const. permits
Septic	2	0	0	0	0	0	0	0	0	0	0	0	2	10	9	Installer permits

Septic	2	0	0	1	0	0	0	0	0	0	0	0	3	6	5	Installer Tests
Septic	1	0	0	0	0	0	0	0	0	0	0	0	1	3	4	Deed Restrict.
Septic	2	0	0	1	0	0	0	0	0	0	0	0	3	8	14	Plan reviews
Sharps insp.	0	0	0	0	0	0	0	0	0	0	0	0	0	10	8	Disposal of Sharps insp.
Sharps permits	0	0	0	0	0	0	0	0	0	0	0	0	0	10	8	Disposal of Sharps permits
Subdivision	0/0	1/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	1/0	7/1	6/2	Plan review- Insp. of lots /Bond Releases
Special Permit/ Zoning memos	0	3	1	1	0	0	0	0	0	0	0	0	5	12		Special Permit/ Zoning
Tobacco	0	0	1	0	0	0	0	0	0	0	0	0	1	12	12	Tobacco permits
Tobacco	0/0	2/0	2/0	2/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	6/0	21/2	20/21	Routine insp./ Follow-up insp.
Tobacco	0	0	0	12	0	0	0	0	0	0	0	0	12	36	33	Compliance checks
Tobacco	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	3/3	2/2	New compl./ Compl. follow-ups
Trash Haulers/ Medical Waste Haulers	0/0	1/0	0/0	1/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	2/0	29/2	24/2	Trash Hauler permits/ Medical Waste Hauler permits
Well	1/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	1/0	14/1	5/8	Permission to drill letters/ Well permits

Meetings, Events, and Trainings

<i>Title</i>	<i>Type</i>	<i>Description/Highlights/Votes/Etc.</i>	<i>Attendance</i>
Meet with Tim (x4)	Meeting	Met with Tim to review on-going projects	2
Meet with Rachel (x2)	Meeting	Met with Rachel to review on-going projects	2
BOH Meeting	Meeting	Meeting with BOH to review monthly activities.	10
MA Health Officers Association Conference (MHOA)	Conference	Attended conference in Hyannis, MA to gain CEUs for R.S. certification and Soil Evaluator license renewal credits.	100+
School Admin. Meeting	Meeting	Tim and I met with School Admin. Building staff to review indoor air concerns.	10
Rosemary Pool Updates	Meeting	Tim and I met with Town Staff in discussing the plans with the new Rosemary Pool site	16
CPR/AED Training	Training	Attended Donna's CPR training class to renew CPR/AED training.	10
Doane Ave.	Conf. Call	Conducted a conference call with Donna, Tim and Carol to review status of housing concern.	4
Tobacco Flavor Ban	Conf. Call	Conducted a conference call with Rachel to speak to Newton re: tobacco flavor ban in their city and how it may have impacted local businesses.	3
#65 Wellesley Ave. Addition to a Home on a Septic	Meeting	Met with builder re: the proposed expansion of a home office and dining room.	2
#12 Brookside Rd. Septic Plan	Meeting	Met with septic system designer to review plans for proposed upgraded septic system.	2
Field Testing	Site Visits to Artificial Turf Fields	Met with Fuss & O'Neill, Patty (Park and Rec) and Ed (Parks and Forestry) to witness artificial field turf sampling at all 3 turf fields.	3

FY 16 Critical Violations Chart (By Date)

Restaurant	Insp. Date	Critical Violation	Description
Restaurant Depot	8/10/15	- Food Contact surfaces cleaning and sanitizing; - Hand washing – Operation and Maintenance	- Need to provide sufficient hot water at Seafood Dept. 3-Bay sink; - Need to provide sufficient hot water at Seafood Dept. hand washing sink.
Pronti Bistro	8/10/15	- Hand washing – Operation and Maintenance	- Provide working soap dispenser; - Re-fill empty paper towel dispenser at kitchen hand washing sink.
Fuji Steakhouse	8/24/15	- Hand washing – Operation and Maintenance - Conformance with Approved Procedures/HACCP Plan (for Acidified Sushi Rice) - Food Contact surfaces cleaning and sanitizing	- Repair hot water faucet handle at kitchen hand washing sink; - Need to ensure that Sushi pH Log is maintained and entries are made when rice is prepared (Log was not up to date); - Ensure that dish machine reaches a min. temperature of 180 deg F or greater for final hot water sanitizing rinse.
The Center Café	9/15/15	- Separation/Segregation/Protection	- Observed Flies in establishment. Got copies of recent pest control reports. Will monitor.
Gari	10/20/15	- Hand washing – Operation and Maintenance	- Need to provide sufficient hot water at hand washing sinks. Only 99-103 deg F observed. Repaired. Ensure that sushi hand wash sink is easily accessible and used for hand washing only (some items stored in sink.)

October, 2015
Maryanne Dinell- Traveling Meals Program Coordinator

Maryanne Dinell- Traveling Meals Program Coordinator

Description	Reason	Notes/Follow-Up (ongoing, completed, etc.)
Month of October – 55Clients	Clients on the Program	35 Springwell clients 20 Private pay
33 Springwell Clients and 16 private pay	Number of Meals Delivered for the month of October	537 meals delivered Springwell Clients 263 meal Private Pay - Total # meals 800 @ 5.50 per meal =cost of \$4400.00
8 Clients off Program	private pay moved out of town or into nursing home or living on their own	2 Clients residing at assisted living 3 Client fell ill and now recuperating in nursing home 1 client-family helping out 2 client on own
5 additional clients		4 Springwell client- 3 first time on the Program-1 client returning to Program 1 Private pay- first time on Program- Former volunteer

[illegible]

Category		Jul	Au	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	FY '15 Total	FY '16	

Meetings, Events, and Trainings

BI	Type	Description/Highlights/Votes/Etc.	Attendance
Board of Health Meeting		Monthly meeting	All staff and Board Members
Staff meeting		Monthly meeting	All staff
Volunteer Training		4 trainees- 1 for delivery of meals 3 for packing- Outcome- only one interested in volunteering	2

Donations, Grants, and Other Funding [List any donations received, grants funded, etc. over the past month.]

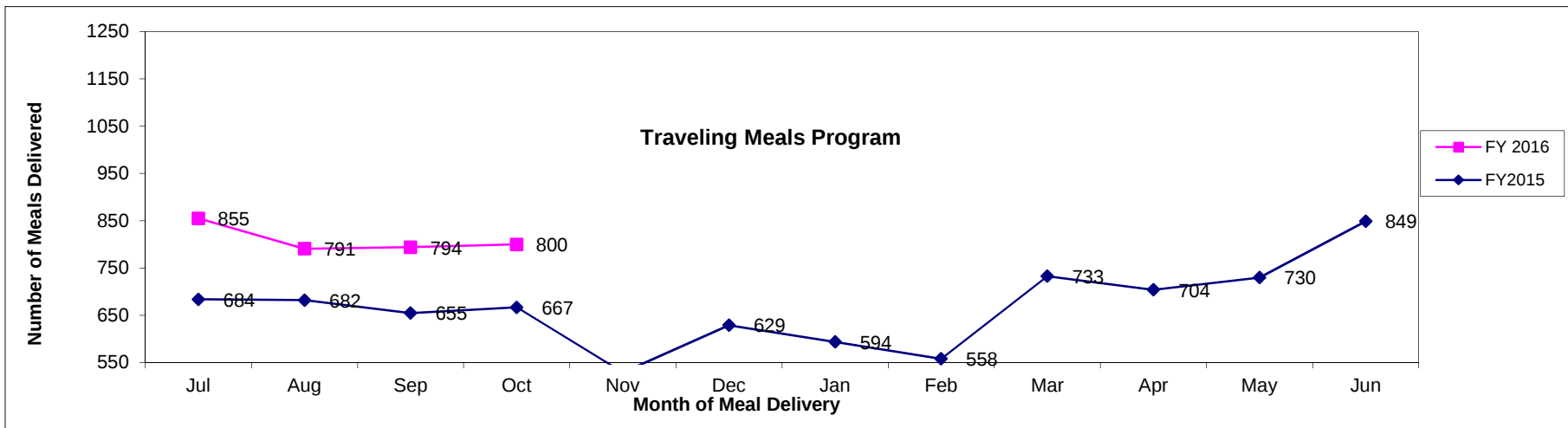
Description	Type (D,G,O)	Amount Given	Source	Notes

Traveling Meals Program

October, 2015

Month	# Meals FY2015	# Meals FY2016	FY16 Cost	% Change # Meals
<u>Jul</u>	684	855	\$4,702.50	25%
<u>Aug</u>	682	791	\$4,350.50	16%
<u>Sep</u>	655	794	\$4,367.00	21%
<u>Oct</u>	667	800	\$4,400.00	20%
<u>Nov</u>	529			
<u>Dec</u>	629			
<u>Jan</u>	594			
<u>Feb</u>	558			
<u>Mar</u>	733			
<u>Apr</u>	704			
<u>May</u>	730			
<u>Jun</u>	849			
Totals:	8,014	3,240	17,820.00	

Projected-12 Mo.	
\$	53,460.00
#	9,720



Needham Health Department

Rachel Massar, Program Evaluation & Communications Coordinator
October 2015 Monthly Report

Section 1: Summary

During the month of October I worked on projects including the Needham Farmer's Market food safety inspections, creating a write-up of Environmental Health activities in Needham, writing an article about the Needham R.A.D. program, creating graphs for the SAPC Kick-off Meeting Presentation, creating a Traveling Meals write-up, and conducting Tobacco compliance checks with Tara.

Section 2: Activities

<i>Activity</i>	<i>Notes</i>
Needham Farmer's Market	Conducted weekly inspections of Needham Farmers Market food vendors on 10/4 and 10/18. "Chef in the House" food demonstrations took place on 10/4, 10/11, 10/18, and 10/25. These temporary food events were permitted by the Health Department.
Environmental Health Write-Up	Worked with Tara to write-up environmental health activities, and document trends in the volume and complexity of the workload.
R.A.D. Article	Continued research and work on an article about the RAD program in Needham.
Write-Ups on Traveling Meals Program	Ongoing research and drafting write-ups of the program with the help of Maryanne.
SAPC Kick-Off Meeting Presentation	Worked with Carol to compile adolescent health and police data from Needham, Westwood, Norwood, and Dedham to create graphs for a presentation at the meeting.
Tobacco Compliance Checks	Conducted tobacco compliance checks with Tara, Vinny, and student from Olin College. There were 4 sales out of 12.

Section 3: Meetings & Conferences

<i>Title</i>	<i>Description</i>	<i>Attendance</i>
Meeting with Tim	Monthly one-on-one meeting to discuss on-going projects and goals	2
Cultural Competency Training	Training at MetroWest Health Foundation	
SAPC Kick-off Meeting	Attended meeting where stakeholders from Needham, Dedham, Norwood, and	

	Westwood discussed goals of SAPC regional grant	
MHOA Conference	Attended conference in Hyannis to learn about latest innovations in local public health	
Meeting with Carol	Met with Carol to discuss creating presentation for SAPC Kick-off meeting	2
BOH Meeting	Meeting with BOH to review monthly activities.	
Meeting to discuss Traveling Meals Write-up	Met with Maryanne and former volunteer to discuss Traveling Meals Program write-up	3

Needham Public Health Department

October 2015

Substance Abuse Prevention & Education
Needham Coalition for Youth Substance Abuse Prevention ~ NCYSAP
Carol Read, Program Director*
Karen Mullen, Project Coordinator/Capacity Building

Section 1: Activities

Activity	Notes
NPHD Monthly Report- September 2015	Compile information, prepare and write NCYSAP September monthly report.
SAPC – Dedham, Needham, Norwood and Westwood. Grant compliance Pilot Strategy	Compile information, structure and write pilot strategy memo: Community awareness campaign, parent behavior change, talk to youth about the risks of alcohol. Submitted to Amal Marks, BSAS Prevention Program Manager.
SAPC – Dedham, Needham, Norwood and Westwood. Grant compliance Pilot Strategy: Revision and resubmission #2	Compile information, structure and write second pilot strategy (second submission as requested by Amal Marks, BSAS) SAPC regional grant inaugural meeting. Stakeholders from Dedham, Needham, Norwood and Westwood. Grant mission, data sharing, SPF and breakout sessions.
SAPC – Dedham, Needham Norwood and Westwood, Grant compliance: Q 1 report. Online submission.	Compile all cohort activities including events, trainings, meetings, and communications including all cohort stakeholder contact information. Submit technical assistance interactions with MassTAPP and SAMHSA and provide reflection on progress for each town and for cohort. Upload all related documentation including press releases, templates and inaugural meeting invitation.
SAPC inaugural meeting- PowerPoint presentation	Collect and draft content for inaugural meeting presentation: SAPC grant mission, SPF overview, 4 town youth data, DUI, arrest possession and incidents related to substance. Power Point creation Rachel Massar
SAPC Regional cohort – Strategic Planning	Draft communication templates: request for youth data and police incident data, town outreach to expand the SAPC regional stakeholder Leadership Team and reminder to regional stakeholders to attend inaugural meeting October 29 th .
NCYSAP – Needham coalition strategic planning and communication	Prevention initiative update emails, education and support resource list and NCYSAP November meeting planning.
SAPC – Communication Inaugural meeting- 45 packets prepared by Dawn Stiller	SAPC planning- Inaugural stakeholder meeting. Meeting structure and agenda. Prepare information packets for attendees including: SAMHSA Behavioral health overview, NIAAA Parenting to Prevent Underage Alcohol Use, NPHD- NCYSAP Resource list, BSAS slides and Power Point presentation.

Activity	Notes
5 th Quarter Planning	5 th Quarter events fall, 2015 – Fri. 9/18, 10/2 and 10/9 at NHS. Request space permits, Write and submit press releases to media and NHS. Order pizza, drinks, print and distribute flyers, coordinate SALSA volunteers for setup and PTC support for servers/cleanup. KM
SALSA- <i>Students Advocating Life Without Substance Abuse</i> –	Students Advocating Life Without Substance Abuse (SALSA) Peer leadership mentoring- FCD member training 10/3, Leadership Conference 10/4, Pollard Presentations 10/6 & 10/7. KM

Section 2: Summary Statistics

Monthly*

Description	Type	Reason	Notes/Follow-Up (ongoing, completed, etc.)
CON- SA	AP- M 17yrs	Marijuana	Referral to MA General ARMS Assessment and Parent support
CON- Housing	AP- F 48yrs	Chronic caregiver stress-	Collaboration with NPHD Nurse Donna C. NPD Danielle Landry animal support, care giver support resources, home environmental support –pest infestation
CON- MassHealth	AP- 55years	MH-SA chronic	Guidance on benefits for mental health support. Needham Community Council food program – Thanksgiving food

Yearly

Category	Type	J	Au	S	O	N	D	Ja	F	Mar	Ap	May	Jun	Yearly Total	FY '15	Notes/Follow-Up (ongoing, completed, etc.)
CON	AP-SA-Y	1			1									2		Referral complete-future support resources available
CON	AP-SA-A															Referral complete-future support resources available
CON	AP-MH A	2	5	2	1									10		Referral complete-future support resources
CON	AP-MH Y															Referral complete-future support resources
CON	AIP-SA-Y															Referral complete-future support resources available
CON	AIP-SA-A															Referral complete-future support resources available
CON	AIP-MH-Y															Referral complete-future support resources available
CON	AIP-MH-A		2	1										3		Referral complete-future support resources available

Category	Type	J u l	Au	S	O	N	D	Ja	F	Mar	Ap	May	Jun	Yearly Total	FY '15	Notes/Follow- Up (ongoing, completed, etc.)
CON	YIP-SA A															Referral complete- future support resources available
CON	AIP- Health- A															Referral complete- future support resources available
CON	YIP- lgl															Referral complete-
CON	YIP- MH															Referral complete-

Section 3: Meetings, Events, and Trainings

Title	Type	Description/Highlights/Votes/Etc.	Attendance
Board of Health	MTG	Meeting-Overview of staff work: community Public Health programs and prevention initiatives. Dr. Jane Fogg, Chair, Dr. Stephen Epstein and, Ed Cosgrove, PhD-NPHD Staff. Public	8
Arlington Community Forum	EVT	Forum- Arlington Health & Human Services Arlington Youth Health and Safety Coalition. The Opioid Crisis: Identifying Community Solutions in Arlington. Keynote: Maura Healey, MA Attorney General, Marian Ryan, Middlesex DA, Dr. Alex Walley, MA- DPH Opioid Overdose Prevention Program, Sean Garballey, MA State Rep. Chief Fred Ryan, Arlington PD, Michael Duggan, Wicked Sober, Rebecca Wolfe, Arlington PD Jail Diversion Clinical responder.	200
BSAS - MassTAPP	TRN	Training- Substance Abuse Prevention Skills Training (SAPST) SAMHSA Center for the Application of Prevention Technologies (CAPTUS) 4 day training. Education Development Center (EDC) Mitchell Moore, SAMHSA trainer, Tracy Desovich, MPH, CPS – Deborah Milbauer, LCSW, MPH. Implementing SAMHSA's Strategic Prevention Framework (SPF) Using data to inform decision making in all aspects of planning, implementation and evaluation of prevention programs, practices and strategies. Amal Marks-Tonya Fernandez, Program Managers BSAS-SAPC grant.	40
Westwood Cares	EVT	Event- Westwood Cares prevention coalition parent event: <i>Drugs and Alcohol: How Does Your Teen's Personality Style, and Your Parenting Style Impact Their Experimentation with Drugs and Alcohol?</i> Joanie Geltman, M.Ed., author A Survival Guide to Parenting Teens. Danielle Sutton, MSW, LICSW Director Westwood Youth and Family Services.	200
City of Boston- Substance Abuse Prevention	EVT	Event- <i>Substance Abuse Community Forum</i> Keynote: Hillary Clinton – panel discussion: Boston Mayor Marty Walsh, Attorney General Maura Healey, Dimmock Health center. Joanne Peterson, Founder <i>Learn to Cope</i> . Carson Place, Boston Teachers Union Local 66 Hall.	350
Town of Sharon	MTG	Meeting- Conference call. Suzanne Howard, Chair Sharon substance abuse prevention coalition. Review protocols and structure of the NCYSAP, best practice decision making,	2

<i>Title</i>	<i>Type</i>	<i>Description/Highlights/Votes/Etc.</i>	<i>Attendance</i>
		communication practices. Resources shared electronically.	
Needham Public Schools	EVT	Event- Needham Public Schools guidance staff, Tom Denton Director. Present NPHD resources and services for all age residents, educational information and resources for assessment, counseling and treatment encompassing mental health conditions, substance abuse and substance use disorders. 2014 MWAHS data sharing In conjunction with Donna Carmichael Public Health nurse.	30
Boston College	MTG	Meeting- Boston College MSN students. Overview of NPHD programs, public health initiatives and resource information for all resident services provided through NPHD. Review of access points for health indicator data for adults. Resources shared from CDC, NIDA and NIAAA, MA- DPH and Norfolk County related to domestic violence, suicide prevention, substance abuse prevention and mental health promotion.	14
SAPC Regional Meeting	EVT	Event- SAPC regional stakeholder inaugural meeting. Dedham, Needham, Norwood and Westwood stakeholders. Introduction to the SAPC grant mission, collaborative structure, SAMHSA's Strategic Prevention Framework (SPF) data by town youth use, DUI, possession and substance related arrests. Breakout sessions: (1)- 4 question reflection and sharing.(2)- Discussion on data collection and assessment process, key informant interviews, focus groups stakeholder involvement.	45
MassTAPP	MTG	2 Meetings- Conference calls. Tracy Desovich, MPH MassTAPP technical assistance provider. SAPC grant. Review of SAPC Regional Inaugural meeting, goals and objectives, structure and agenda.	2
Marijuana-Needham RMD	MTG	Conference Call- DRAFT health regulations drafted by John Scheft, JD, Law Enforcement Dimension, Arlington. To prevent diversion of marijuana, MIP's and oils and mitigate adverse health and safety consequences of RMD operations in communities. In collaboration with Stoughton, Weymouth and Avon and NPHD.	4
FCD	MTG	Meeting- Conference call. Secondary review of DRAFT report reviewing Needham Public Schools health curriculum. Discussion of feedback provided by NPHD team. FCD team: Tim Ryan, Mary Tripp, Heather Reiss and Desiree Vasquez and Tim McDonald. Next steps TBD by FCD team.	6
SAPC Regional Cohort	MTG	Meeting- Dedham, Cathy Cardinale, Norwood Sigalle Reis, Linda Shea, Donna Carmichael, Mary Beechinor and Karen Regan, RN. Tim McDonald. Review SAMHSA's Strategic Prevention Framework (SPF). Discuss strategies to collect substance use related data for presentation at inaugural SAPC Regional stakeholder meeting and agenda review for content and structure~ Thursday, October 29 th 8:00am-10:00am	8
Norfolk County Prevention	MTG	Meeting- Norfolk County Prevention. Initiatives to impact under the influence driving, opiate abuse and overdose prevention. New data sharing: Overdose deaths by town	25

<i>Title</i>	<i>Type</i>	<i>Description/Highlights/Votes/Etc.</i>	<i>Attendance</i>
		including drugs involved when available, Narcan saves by town. Pharmacy outreach program, physician and pharmacist PMP education. Jennifer Rowe, Ryan Walker, Dave Morgan, DA Michael Morrissey. Networking and program sharing	
John Scheft, Esq.	MTG	Meeting- Conference call. Update on marijuana tool kit John Scheft, JD, LED Arlington. Feedback on draft packet of health regulations and enforcement protocols. Tim McDonald	2
5 th Quarter	EVT	Event- 5 th Quarter Post football event. Needham high school age youth following NHS football game at the NHS A gym 9:00pm-11:00pm. No cost event featuring: pizza and drinks live DJ, Ping Pong, basketball and raffles. Coordinated and staffed by Karen Mullen, NPHD Project Coordinator and Bob Timmerman NCYSAP Leadership Team. October 2 nd sponsored by BID Needham Hospital and October 9 th sponsored by Newton Wellesley Hospital	250 -300 at each of 2 events.
NPHD Staff	MTG	Meeting- NPHD staff meeting PSAB. Tim McDonald, Director. Departmental communication protocol review, staff works sharing, and departmental goal discussion.	8
NPHD Planning	2-MTG	2 Meetings- Tim McDonald, Review of current NCYSAP prevention initiatives, NPHD health regulation initiative (marijuana), SAPC grant pilot strategy and reporting compliance. Inaugural meeting planning. NCYSAP capacity discussion including DFC grant staffing.	2
NCYSAP Leadership Team Meeting	MTG	Meeting- Strategic planning discussion including new Leadership Team member recruitment Dr. Kathy Pinkham. Coalition initiative review targeting underage alcohol use campaign: <i>Talk They Hear You</i> SAMHSA. Marijuana local policy-4 RMD applicants, Board of Health regulation. NCYSAP initiative planning and Leadership team goals Substance use and mental health educational information and support resources.	6
SALSA Training	TRN	Training- FCD trained new/veteran SALSA members on refusal skills (train the trainer), presentation skills, peer mentoring skills. Maurice Soulis/FCD 10/3 at NHS. KM	22
SALSA Make-up Training	TRN	Training- Karen trained new SALSA members on refusal skills, presentation skills, peer mentoring skills. Karen Mullen 10/16 at NHS. KM	26
SALSA Leadership Conference	EVT	Leadership Conference at Gillette Stadium hosted by DA Mike Morrissey. 5 SALSA Leaders Attended with Karen Mullen on 10/4. KM	6
SALSA Presenters Meeting	MTG	Meeting – Rehearsal with NHS SALSA students to prepare for afternoon presentations at Pollard MS Gr. 8 Health classes- 10/6 at NHS. KM	10
SALSA Presenters Meeting	MTG	Meeting – Rehearsal with NHS SALSA students to prepare for afternoon presentations at Pollard MS Gr. 8 Health classes- 10/7 at NHS. KM	9
SALSA Presentations Pollard Gr. 8 Health Classes	MTG	Meeting- Presentations to 3 Pollard Gr. Health Classes. 10/6 & 10/7. KM	60

Out of office: 1- Town of Needham holiday ~ 4 -Training days SAPC grant

Donna Carmichael RN & Alison Paquette RN

[illegible]

Immunizations	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	FY16	FY15	FY14
B12	2	2	2	3									9	22	26
Flu (Seasonal)	0	0	0	661									661	723	1137
IPV	0	0	0	0									0	0	0
Meningococcal	0	0	0	0									0	0	0
MMR	0	0	0	0									0	0	2
Pneumo	0	0	0	0									0	0	0
Zoster	0	0	0	0									0	2	25
Td	0	0	0	0									0	0	1
Tdap	0	0	0	0									0	2	4
varicella	0	0	0	0									0	0	2
Consult	18	24	39	50									131	390	301
Fire/Police	2	4	1	2									9	49	36
Schools	0	2	22	10									34	59	40
Town Agencies	12	8	14	26									60	125	84
Community Agencies	4	10	8	12									34	157	141

ASSISTANCE PROGRAMS												FY16	FY15	FY 14
Food Pantry	1	3	2	2								8	35	42
Food Stamps	0	0	0	1								1	4	10
Friends	0	0	0	0								0	1- YTD \$25.00	4-YTD \$400.00
Gift of Warmth	0	2	2	2								YTD 6 \$1507.00	22- YTD \$6133.00	38 – YTD \$11,480
Good Neighbor	0	0	0	0								0	6 -\$1650 \$275/Fam	12- \$250./Fam
Park & Rec	0	2	0	0								2	3	5
RTS	0	0	0	0								0	1	15
Salvation Army	0	0	0	0								0	0	YTD-4 \$293.00
Self Help	0	1	2	4								7	51	50
Water Abatement	0	0	0	0								0	2	4

Gift of Warmth - Donation

Gift Card Donation - 0
Gift Card given - 0

WELLNESS Programs

														FY16	FY15	FY14
Office Visits	22	35	34	19										110	287	528
Safte Visits	0	2	2	0										4	33	17
Clinics	3	5	0	0										8	34	17
Housing Visit	0	1	1	1										3	27	11
Housing Call	0	8	12	16										36	186	57
Camps-summer	15	5	20	0										40	63	29
Tanning Insp	0	0	0	0										0	2	5
Articles	1	0	1	0										2	8	3
Presentations	1	0	0	1										2	2	4
Cable	1	0	0	0										1	4	6

EMPLOYEE WELLNESS	July	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	FY16	FY15	FY14
BP/WELLNESS - DPW/RTS	9	0	12	12									33	137	147
BP/WELLNESS -TOWN HALL	0	0	0	0									0	4	53
FLU VACCINE	0	0	0	73									73	52	52
CPR/AED INSTRUCTION	0	0	10	7									17	29	23
SMOKING Education	1	0	0	1									2	8	9
HEALTH ED LYME DISEASE	20	20	0	10									50	102	94
HEALTH ED WEST NILE	20	20	0	0									40	90	29
HEALTH ED EEE	20	20	0	0									40	45	29
HEALTH ED FLU	0	0	50	200									250	221	132
FIRST AIDE	5	3	4	6									18	29	66
GENERAL HEALTH EDUCATION	10	12	20	25									67	230	157
Police weights	0	0	0	0									0	34	31
TOTAL EMPLOYEE CONTACTS	85	75	96	334									590	981	825

EMERGENCY PLANNING

EP Planning with Tim and Kerry Dinell, and Neia Illingworth

Meetings, Events, and Trainings

<i>Title</i>	<i>Description/Highlights/Votes/Etc.</i>
Flu Clinics	Center at the Heights, Town Hall, Charles River ARC, office by apt x 3 clinics(2hr stints)
CPR	7 Employees Certified in CPR/AED
MHOA	Mass Health Officers Association Conference one day - Hyannis
DVAC Meeting	Monthly meeting and Minutes
Training	Federal Fuel Assistance Training in Avon
Presentation	Health Department Resources presentation to school Guidance with Carol Read