

**East Longmeadow Board of Health
2018 Second Quarter
Action Plan**

Vision: The Board of Health assesses and addresses the needs of the community in order to help protect and improve the health and quality of life of residents and visitors. Additionally we seek to create a department that is not just meet the minimum obligations we are charged with, but one that exceeds the standards to create a department that will be a stand out community in Hampden County.

Mission: The Boards mission is to create regulations, policies and provide services that will allow residents in East Longmeadow to thrive within our community additionally; we aim to be a contributing voice in town for development and economic growth.

Duties	Task	Activities	Target Date
Administrative	Update Action Plan	Update action plan for items to complete in 2018 and beyond	Completed February 2018
	Record keeping and recording	Complete quarterly updates to Action Plan	Completed - January 2018, April 2018, August 2018, December 2018
		Create BOH annual report	Completed February 2018
	Look into 5 member Board	Karen's research; group discussion; present to Denise & Town Council	Completed - March 2018
	REMOVED for Q2: MRC Job Description	Write / Approve	REMOVED
	<i>Added</i> Q2: MRC Roll out plan	Create plan	May 2018
	Sheltering and EDS; contact Mike @ DPH	Update and approve plans	Contact made with EP planner March 2018
			Fall 2018
	<i>Added</i> Q2: Closed POD project	Work with area business to dispense emergency medication at their site	Ongoing 2018
<i>Added</i> Q2: Contact American Red Cross	Work with EMD and Red Cross to have our emergency shelter approved by Red Cross	End of 2018	

Health Protection	Mosquito Control District	Partner in regional mosquito control district	2018 (MOU signed 2017)
	Edited Q2: Prevention Needs Assessment Survey	Partner with schools, Youth Safety Committee, and Substance Abuse Prevention Collaborative to run PNA survey in schools	Completed- Spring 2018: Meet with Gordon, HS and MS admin and Lena Survey Goal 2019
	<i>Added Q2: Camp Inspections</i>	Ensure Camp inspections are completed at the start of each session to ensure compliance with the immunization standards.	Summer of 2018
	<i>Added Q2: Rabies Clinic</i>	Department Rabies Vaccination Clinic	Late Spring 2018
Health Regulation	Hauler, Mandatory Recycling for Business	Create Regulation	April 2018
	Title V	Create Regulation	2019
	Tattoo	Create Regulation	Q2 deadline amended Was April 2018 Now Fall 2018
	Wells	Create Regulation	2019
	Update to 2013 Federal Food Code	Create Regulation	Late 2018
	Farmers Market	Create Regulation	2019
	Temporary event Manager	Create Regulation	2019
	Seasonal Temp Event (>14 days) Permit / Application	Create Regulation	2019
Health Promotion	Create strategic partnerships, local and regional	Meet with town officials (School, Town Council, Assessor, Planner, Accounting, and Town Manager)	Ongoing

Health Needs Assessment	Seek opportunities for new assessment	Ongoing 2018. April update on HNA opportunities- Completed at the April BOH Meeting
Added Q2: Prevention Needs Assessment Survey	Work with schools to implement formal surveys	Completed March BOH met with schools; April Karen met with school leadership Ongoing
Consider Regionalization	DLTA grant	Completed: March 2018 Organizational Meeting Ongoing
Local Health Coalitions	Recruit community Partners to implement strategies	September 2018
Youth Health Advisory Council / Youth Leadership Group	Create partnership with school health	Spring 2018 Discuss with Gordon
Bike safety	National Night out	June 2018: contact bike shop Summer 2018: hold event
Car Seat Installation	As requested and Community Event	Ongoing / April 2018 Q2 Update: Community Event Completed April 2018
ELCAT Health Segments	Timely health updates to residents	Ongoing 2018
<i>Added</i> Q2: Tobacco Education	Explore tobacco education (to include vaping) program via ELCAT, social media, and websites	Ongoing 2018
Curbside Textile Recycling	Provide curbside textile collection to residents	Summer 2018
Free Mattress Recycling	Provide mattress recycling for residents at transfer station	Summer 2018
Scholarship Program	Provide scholarship program to High School	Q2 Update: Completed. Scholarship approved and presented. No applicants

	<i>Added Q2: Summer Recycling Intern</i>	Seek community member to work with Recycling Coordinator to advance town recycling	Summer 2018
	<i>Added Q2: Sponsor Shredding Day</i>	Provide funding to PTO to encourage Shredding & Recycling	Spring 2018