Date: October 13, 2021  
To: Catherine Iino, First Selectwoman, Town of Killingworth  
From: Amy Scholz, Director of Health  
RE: Health Director workload

I’m writing this memo to review the duties of the Health Director. I’ve written a list below of many of the responsibilities for this position. Over the past year, the Town has seen an increase in building applications which has increased the responsibilities for the health department to review plans and conduct inspections. For the past 18+ months we have been responding to a pandemic in which Local Health is a first responder. We also have new emerging public health threats. We are currently responding to PFAS contamination in well water, but as we know there are other emerging issues that Local Health will continue to face in the future. The Killingworth Health Department has maintained the same structure for many years now. With the added responsibility from increased Sanitarian work, pandemic response, emerging public health threats, and more, I recommend that the Town look into restructuring the Health Department to better respond and serve its residents. There are different options to investigate, but my current recommendation is for the Killingworth Health Department to join a Health District. I believe it is the most streamline way to ensure we are adequately covering all the public health essential services. Below is a detailed list of the many responsibilities of the Health Director. I’ll be happy to discuss these further, as well as options to restructure the department.

Sanitarian Work:

- Restaurant Inspections and reinspections. Follow-up with restaurants after power outages, complaints, etc.
- Temporary Events: Review Covid protocols, review food vendors, inspect
- Salon inspections
- 1 Pool inspection annually
- Daycare Inspections
- New Businesses plan reviews – Food Service/Salon Reviews. Due to the Town fully being on septic/well water, all new businesses must be reviewed by the health department
- Complaints – Mosquito breeding, housing, etc.
- Review well permits
- All well water reports from residential homes emailed to health director to review
- Respond to resident questions regarding well/septic
- Septic Systems: Conducts soil tests, plan reviews for additions on properties, new septic system and repair septic system reviews, field inspections.

Health Director:

- Residential calls/questions – Ticks, Mosquitoes, flu clinics, etc.
• Update Health Department Webpage
• Compile annual budget
• Compile grant application for pandemic funding, provide quarterly reports to State DPH
• Submit Annual Report for State Department of Public Health
• Participate in Regional Preparedness Planning Meetings, respond to surveys from regional leads
• Oversee the water testing for the Town Hall/Fire Station well
• Accompany State Department of Public Health in field for sanitary assessments for Town owned community wells. Follow up with corrective action as needed and report to State
• Respond to emerging Public Health Issues – Currently dealing with PFAS found in well water
• Work with partner agencies such as HKYFS – participate in meetings/etc.
• Assist with Community Health Improvement plans with local partners
• Respond to complaints, (i.e., follow up on structures built without health permits, septic issues)
• Participate in Health Director Calls/Meetings
• Monitor infectious disease reports, respond as needed
• Monthly Public Health Agency meetings

Pandemic:

• Contact tracing
• Respond to calls about holding events/covid restrictions. Reopening follow-up inspections/complaints. Conducted enforcement when in place through Governor’s orders
• Schools – Quarantine, phone call discussions when cases arise
• Daycares – Follow up with cases/contacts
• Camps – Follow up with cases/contacts
• Resident calls – Answer questions about testing, vaccine, quarantine, isolation, etc.
• Worked with partners to coordinate Covid Vaccination Pop Up Clinic
• Participate in weekly conference calls (10-11 hours per week worth of conference calls from December through March - less calls now, but still about 3-4 hours a week of calls specific to pandemic response)

Administrative:

• All calls for health department inquiries come directly to Health Director phone. If someone wants information about a septic system on file, the messages mostly come to me, and I forward to the administrative assistant to get the information. Calls come to me on what applications to complete – I can help with these questions, but it’s something that can go directly to the administrative assistant as they deal with those types of questions for building/zoning department. Will be more streamlined if admin calls went directly to the admin - this saves time for Health Director to conduct other activities
• Maintain all contact information for salons, restaurants, etc. Files inspection reports and permits
• Receives calls and emails about pump out notices - Must forward information to administrative assistant as they maintain the documentation