

From: [Berta, Lee](#)
To: [Miller, Lindsey](#); [Rosenson, Valerie](#); [DiCostanzo, Monica](#)
Cc: [Dennies, Sandy](#); [Bishop-Pullan, Jody](#)
Subject: RE: Additional budget questions on Health Dept
Date: Monday, April 25, 2022 3:16:30 PM
Attachments: [Director of Health.pdf](#)

Per your request. See comments in red.

From: Dennies, Sandy <SDennies@StamfordCT.gov>
Sent: Monday, April 25, 2022 9:19 AM
To: Berta, Lee <LBerta@StamfordCT.gov>
Subject: FW: Additional budget questions on Health Dept

Lee – Please see the additional questions below. Please cc me on your reply.
Thanks,
Sandy

From: Miller, Lindsey <LMiller1@StamfordCT.gov>
Sent: Sunday, April 24, 2022 11:38 PM
To: Rosenson, Valerie <VRosenson@StamfordCT.gov>; Dennies, Sandy <SDennies@StamfordCT.gov>
Cc: DiCostanzo, Monica <MDiCostanzo@StamfordCT.gov>
Subject: Fw: Additional budget questions on Health Dept

FYA

Lindsey

Lindsey C. Miller
7th District
203 424 7797
LMiller1@StamfordCT.Gov

From: Tomas, Carmine
Sent: Sunday, April 24, 2022 21:59
To: DiCostanzo, Monica; Miller, Lindsey
Cc: Pierre-Louis, Fred; Figueroa, Anabel; Boeger, Sean; Fedeli, Mary Lisa; Coleman, Elise; Florio, Charles; Nabel, Susan; Morson, Eric
Subject: Additional budget questions on Health Dept

Dear Chairs Miller and DiCostanzo,

I have some questions regarding the Health Dept. Operating Budget.

1. I would like the official job description for the Director of Health.

Attached

2. On page 269 - the administrative supervisor - health now makes an additional \$20k. Who are they now supervising ? What are their new responsibilities compared to their old job title.

This new title reflects additional responsibilities related to supervising: OSS (2), Account Clerk (2), Outreach Worker (2) and PT Data Support Specialists. Functions that were not originally in the job description also includes: Administrator for department systems/programs (Specific example would be development and implementation of ViewPoint Cloud and the coming ERP system), oversee and manage the revenue budget for the health department.

3. On page 270 - what is the Purchased Professional Services for \$270,500 paying for? \$52,500/yr. City Medical Advisor; \$150,000/yr. for Medical Consultant for Clinic and schools; \$23,904/yr. for two dentists; \$44,000/yr. Contracted nursing services Total \$270,410. All contracted services.

4. On page 270 - why is other salary line going up by \$63,458 or 102.2%?

Part Time \$41,760: 2 seasonals moved to PT status. They were hired to assist in collecting Health revenue (and have been very successful). They will soon move to the cashiering department to continue working at the same capacity.

Perm PT \$6,498: Union negotiated Wage Increase 2 Permanent Part Time Employees

Seasonal \$15,200: 2 summer Outreach workers. When school is out during the summer months, the health dept intends to hire 2 outreach workers to promote public health messaging, as well as support the department in administrative/online functions.

What does other salary pay for?

Other salary is the detail above in #4

Thank you,

Rep. Carmine Tomas

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Director of Health (Stamford - CT)

General Overview

The Director of Health is responsible for overseeing the City of Stamford multi program public health department. The incumbent reports to the Director of Public Safety, Health and Welfare (DPSHW) and develops the vision and strategy of the City's Department of Public Health in conjunction with the DPSHW and internal and external stakeholders'. The Director of Health works closely with the Health Commission which serves as an advisory body to the Director of Health regarding health policy issues for the City.

The Director is responsible for the supervision of Professional, Administrative and Clerical Staff. The individual in this role is tasked with protecting and promoting the public health of the City of Stamford.

Statutory Responsibilities

- Fulfills the role of Director of Health as outlined in the Sec. C5-40-4 of the City of Stamford Charter. (Including General Statute (CGS) Section 19a-200 (municipal) and Section 19a-244 (district); Sec. 19a-200. (Formerly Sec. 19-75) as amended.
- Enforces State and Federal Public Health statutes and rules and City of Stamford regulations and ordinances.
- Assures compliance with HIPPA Privacy Act and health and safety regulations as outlined by the State of CT Department of Public Health.
- Fulfills other rules, ordinances, laws or regulations as required or needed.
- Enforces the Connecticut Public Health Code, Stamford health and housing code, related ordinances and other statutes and codes empowered by the position.

Essential Function

Practices and Supports Visionary Leadership

- Works with the Health Commission, Internal and External Stakeholders' to develop and articulate a vision for public health and of the organization and encourages others to share the vision.
- Develops collaborative and partnering strategies with the Health Commission, task forces and coalitions in the assessment and transformation of public health.

Creates a Sense of Mission

- Articulates and models professional values and ethics.
- Facilitates organizational mission development and reassessment.
- Develops policies and practices that translate mission and vision into action.

Serves as Effective Change Agent

- Develops and/or facilitates strategic and tactical assessment and planning.
- Develops and implements performance measurements and evaluation strategies.
- Develops and maintains community partnerships.
- Generates fresh and/or innovative approaches to solving public health problems.

Essential Functions - cont'd

Political Competencies

- Maintains awareness of public health policy issues and works with stakeholders' in assessing impact to the City of Stamford.
- Establishes and oversees the formulation of local public health policy, planning and program development.
- Utilizes principles of media advocacy to communicate the public health mission to stakeholders'.
- Works with community coalitions and advocacy groups.
- Translates policy decisions into organizational and community programs and services.

Negotiation

- Guides and mediates the investigation and resolution of conflict within the organization and with other governmental agencies and community stakeholders'.

Organizational Management

- Assesses organizational environment, needs, assets, resources and opportunities.
- Reviews organizational structures and procedures for improvement, utilizing knowledge of organizational learning, behavior and culture.
- Includes key stakeholders' on collaborative ventures.
- Oversees community and school health interventions.
- Manages the Department's response to infectious disease outbreaks, urgent communicable disease situations, disasters, and other public health emergencies.
- Establishes and assures the efficient performance of Department inspections programs for restaurants, multi-family housing, beaches, septic systems, shell fishing beds, and drinking water wells.
- Carries out activities and leadership functions related to bio-terrorism and public health preparedness, as identified in the department's bio-terrorism and public health preparedness plan in conjunction with the overall state plan.
- Implements and evaluates local disease surveillance systems to detect illness from bio-terrorism.
- Designs and administers projects and initiatives related to chronic disease, cancer, injury prevention, and environmental health.
- Oversees city TB, HIV, STD, and other programs.
- Works with the community to mobilize resources to reduce the incidence of infectious disease, chronic disease, and protect and improve the health of vulnerable communities.

Competency Skills

Analytical Assessment Skills

- Establishes public health and department priorities utilizing assessment data with a focus on the social determinants of health.
- Reviews health status assessments of populations and their related determinants and determines community specific trends from quantitative and qualitative data.
- Expands access to public health data and information for the Health Commission, staff and public.
- Ensures the application of ethical principles in the collection, maintenance, use and dissemination of data and information.

Director of Health

PP-B07

Competency Skills - cont'd

Policy Development/Program Planning Skills

- Evaluates information specific to State of Connecticut public health law.
- Ensures public health programs are consistent with public health laws and regulations, which are enforced fairly and consistently.
- Works with Department leadership and the Health Commission to conduct strategic planning and monitors progress toward strategic goals.
- Integrates emerging trends from the fiscal, social, and political environment into public health strategic planning.
- Ensures the consistency of policy integration into organizational plans, procedures, structures and programs .

Communication Skills

- Communicates in writing, orally, in person and through electronic means, with linguistic and cultural proficiency.
- Ensures a variety of approaches are considered and used to disseminate public health information, including social media and other emerging technologies.
- Applies communication and group dynamic strategies in interactions with individuals and group.
- Educates the public, state and federal legislators, and state and local policymakers about funding and policy changes needed to address current and emerging public health problems.
- Communicates the role of the department regularly and frequently with the Health Commission, staff, external stakeholders' and the public.

Cultural Competency Skills

- Ensures that the organization has strategies for interacting with persons from diverse backgrounds.
- Ensures the consideration of the role of cultural, social and behavioral factors in the accessibility, availability, acceptability and delivery of public health services.

Management Skills and Financial Planning

- Recommends budgetary priorities and develops annual budget.
- Identifies and pursues funding sources.
- Ensures that programs and grants are managed within current and forecasted budget constraints, and all grant requirements.
- Coaches and supports managers and staff in achieving organizational and personal improvement goals and identifies measures of success; Assesses job performance of direct.
- Reports on an annual basis or more frequently if necessary, and identifies opportunities for individual performance improvement.

Director of Health PP-B07

Competency Skills - cont'd

Public Health Leadership Skills

- Practices and supports visionary leadership for transforming public health.
- Demonstrates proactive interest, knowledge and commitment to a broad array of public health issues.

Preferred Qualifications

A medical degree (M.D.) and eligibility for licensure in the State of Connecticut and an MPH **OR** a Master's Degree in Public Health and 3 years of relevant, full time experience in an administrative position in either a public health agency or public health work.¹

Required Qualifications

The Director of Health, who may be a licensed physician, shall have the qualifications of a local health director as prescribed by the Public Health Code and the General Statutes. The candidate shall (1) be a licensed physician and hold a degree in public health from an accredited school, college, university or institution, or (2) hold a graduate degree in public health from an accredited school, college or institution.

This will not be part of the job description, it will only be referenced in the job description.

References

Sec. 19a-200. (Formerly Sec. 19-75). City, borough and town directors of health.

Sanitarians. Authorized agents. (a) The mayor of each city, the warden of each borough, and the chief executive officer of each town shall, unless the charter of such city, town or borough otherwise provides, nominate some person to be director of health for such city, town or borough, which nomination shall be confirmed or rejected by the board of selectmen, if there be such a board, otherwise by the legislative body of such city or town or by the burgesses of such borough within thirty days thereafter. Notwithstanding the charter provisions of any city, town or borough with respect to the qualifications of the director of health, on and after October 1, 2010, any person nominated to be a director of health shall (1) be a licensed physician and hold a degree in public health from an accredited school, college, university or institution, or (2) hold a graduate degree in public health from an accredited school, college or institution. The educational requirements of this section shall not apply to any director of health nominated or otherwise appointed as director of health prior to October 1, 2010. In cities, towns or boroughs with a population of forty thousand or more for five consecutive years, according to the estimated population figures authorized pursuant to subsection (b) of section 8-159a, such director of health shall serve in a full-time capacity, except where a town has designated such director as the chief medical advisor for its public schools under section 10-205, and shall not engage in private practice. Such director of health shall have and exercise within the limits of the city, town or borough for which such director is appointed all powers necessary for enforcing the general statutes, provisions of the Public Health Code relating to the preservation and improvement of the public health and preventing the spread of diseases therein. In case of the absence or inability to act of a city, town or borough director of health or if a vacancy exists in the office of such director, the appointing authority of such city, town or borough may, with the approval of the Commissioner of Public Health, designate in writing a suitable person to serve as acting director of health during the period of such absence or inability or vacancy, provided the commissioner may appoint such acting director if the city, town or borough fails to do so. The person so designated, when sworn, shall have all the powers and be subject to all the duties of such director. In case of vacancy in the office of such director, if such vacancy exists for thirty days, said commissioner may appoint a director of health for such city, town or borough. Said commissioner, may, for cause, remove an officer the commissioner or any predecessor in said office has appointed, and the common council of such city, town or the burgesses of such borough may, respectively, for cause, remove a director whose nomination has been confirmed by them, provided such removal shall be approved by said commissioner; and, within two days thereafter, notice in writing of such action shall be given by the clerk of such city, town or borough, as the case may be, to said commissioner, who shall, within ten days after receipt, file with the clerk from whom the notice was received, approval or disapproval. Each such director of health shall hold office for the term of four years from the date of appointment and until a successor is nominated and confirmed in accordance with this section. Each director of health shall, annually, at the end of the fiscal year of the city, town or borough, file with the Department of Public Health a report of the doings as such director for the year preceding.

Sec. C5-40-4. - The Director of Health.

(a)

Powers and Duties of the Director of Health. The Director of Health shall: [56]

(1)

Have all the powers and duties of a local health director as prescribed by the Public Health Code and the General Statutes;

(2)

Investigate and assist in the enforcement of the State Public Health Code and all applicable ordinances of the City designed to promote and protect the health of citizens;

(3)

Be responsible for such measures as may be required to protect, promote, and maintain the health of the inhabitants of the City;

(4)

Order the owner or owners of the property abutting on any street wherein a public sewer is located to connect any building on such property with the public sewer.

(5)

The Health Director will seek the counsel of the Health Commission to establish and review all matters of health policy for the City, and the Health Director shall keep the Health Commission advised on matters pertaining to health policy of the City.

(b)

Right of Entry. The Director of Health may enter upon or into any lands or buildings in pursuance of his or her lawful duties. [57]

(c)

Qualifications. The Director of Health, who may be a licensed physician, shall have the qualifications of a local health director as prescribed by the Public Health Code and the General Statutes. The Mayor, after having sought the advice and recommendations of the Health Commission, shall appoint the Director with the approval of the Board of Representatives for a term of five (5) years. [58]

CITY OF STAMFORD ORDINANCE

Sec. CS-40-4. The Director of Health.

(a) Powers and Duties of the Director of Health. The Director of Health shall: (Referendum 11-7-1995)56

56 Note-Formerly Sec. C5-50-1.

(1) Have all the powers and duties of a local health director as prescribed by the Public Health Code and the General Statutes; (Referendum 11-8-1977; Referendum 11-3-1987)

(2) Investigate and assist in the enforcement of the State Public Health Code and all applicable ordinances of the City designed to promote and protect the health of citizens; (Referendum 11-8-1977; Referendum 11-3-1987)

(3) Be responsible for such measures as may be required to protect, promote, and maintain the health of the inhabitants of the City; (Referendum 11-s..1977; Referendum 11-3-1987)

(4) Order the owner or owners of the property abutting on any street wherein a public sewer is located to connect any building on such property with the public sewer. (Referendum 11-8-1977; Referendum 11-3-1987)

(Referendum 11-8-1977; Referendum 11-3-1987; Referendum 11-7-1995)

(b) Right of Entry. The Director of Health may enter upon or into any lands or buildings in pursuance of his or her lawful duties. (Referendum 11-6-62; Referendum 11-8-1977; Referendum 11-3-1987)57

57 Note--Formerly Sec. C5-50-2.

(c) Qualifications. The Director of Health, who may be a licensed physician, shall have the qualifications of a local health director as prescribed by the Public Health Code and the General Statutes. The Mayor, after having sought the advice and recommendations of the Health Commission, shall appoint the Director with the approval of the Board of Representatives for a term of five (5) years. (S.A. No. 23, 1955; Referendum 11-8-1977; Referendum 11-3-1987; Referendum 11-7-1995)⁵⁸

58 Note--Formerly Sec. C5-50-3.

(d) Orders of Director of Health and Appeal Therefrom.⁵⁹

59 Note--Formerly Sec. C5-504.

(1) Every order of the Director of Health shall be in writing, signed by the Director or by an agent designated by the Director, in writing, a copy of which designation shall be filed in the Office of the Mayor and the Office of the Town and City Clerk before the same shall become effective. Each such order shall set the time within which compliance therewith is required. A copy thereof shall be served on each person required to comply with the order. A copy of the order shall be deemed to be properly served if a copy thereof is served upon such person personally; or if a copy thereof is sent by registered or certified mail to such person's last known address; and if no address is known, then by publication in an official paper. In the event of the failure of any person to comply with the order, the Director may cause compliance therewith, and the expense of the compliance may be collected as a debt against such person.⁶⁰

60 Note--Formerly Sec. C5-504(a).

ⁱⁱ Adapted from the Public Health Leadership Competencies Framework, National Public Health Leadership Development Network. Wright, K., Rowitz, L., Merkle et al. Competency development in public health leadership. *Am J Public Health.* 2000; 90:1202-1207

Adapted from the Core Competencies for Public Health Professionals, Council on Linkages between academia and Public Health Practices.

<http://www.phf.org/programs/corecompetencies>