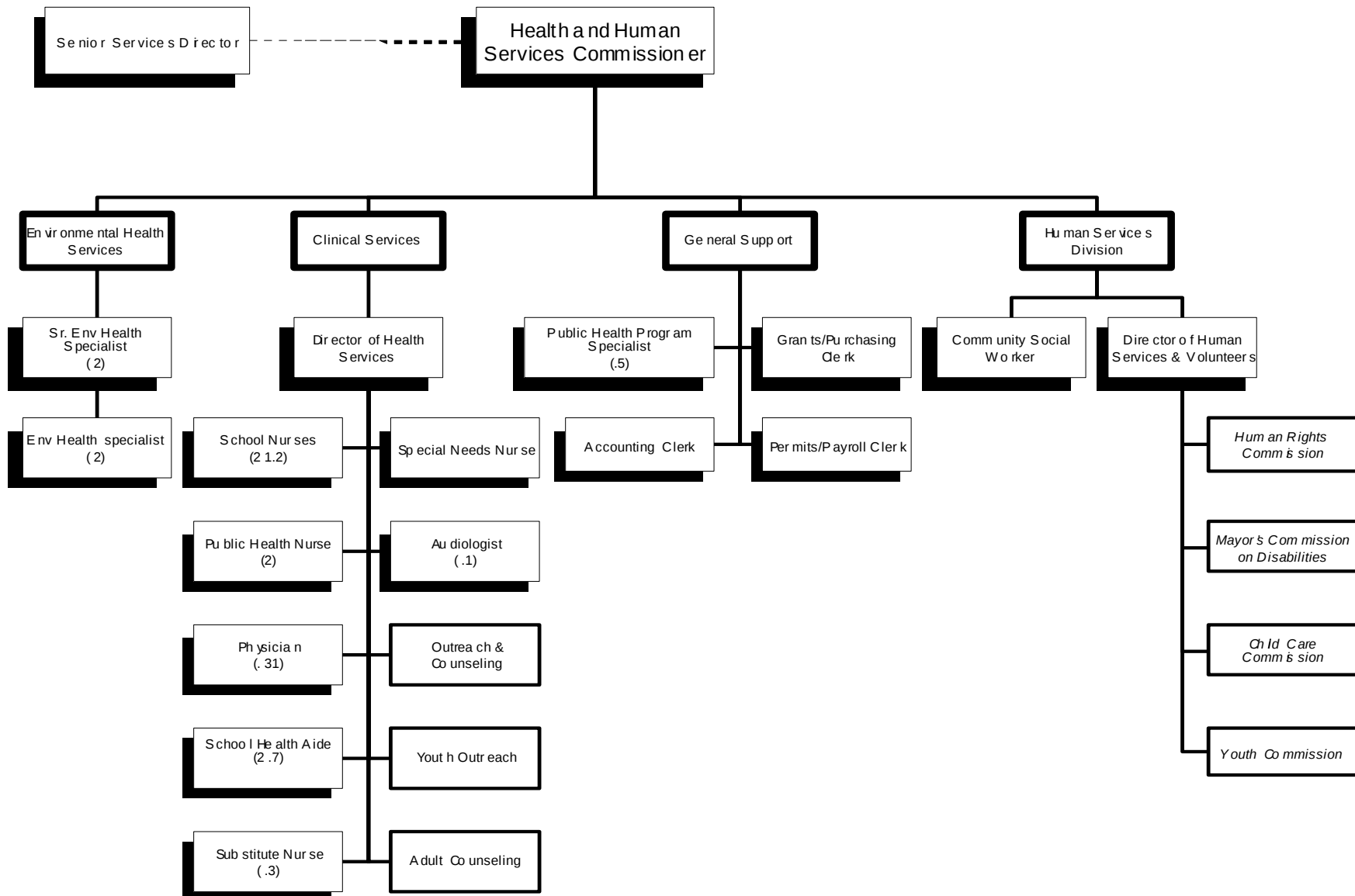




HEALTH AND HUMAN SERVICES

DEPARTMENT DESCRIPTION

The mission of the Department of Health and Human Services is to protect, promote and sustain the health, harmony, and well-being of all Newton residents, in a culturally-sensitive, customer-friendly manner.

Our focus is on prevention.

We will endeavor to fulfill our mission by assessing community needs and by providing or promoting a wide range of health and human services programs to meet the needs of individuals and groups within the City, particularly of those who are most vulnerable.

The Department of Health and Human Services has four functional elements: administration (including emergency preparedness), environmental health, clinical services (school and public health services), and human and volunteer services.

The department is administered by the commissioner of health and human services who is responsible for department administration, planning, policy development, and program evaluation. The commissioner oversees the enforcement of state laws, regulations and city ordinances. This person serves as the public health advisor to the Mayor and Board of Aldermen. The commissioner also provides communication on public health and human services issues to the city. The commissioner has the same powers and duties as a board of

health, including conducting hearings, issuing variances and promulgating regulations. A health and human services advisory council, which is appointed by the Mayor, advises the commissioner on public health matters. The department's administrative staff is responsible for the overall operations of the department. They issue and track permits and licenses, distribute vaccines, manage data processing operations, record communicable diseases, and maintain the flow of communications with the public.

The department's administration also is responsible to conduct public health emergency planning, training, and exercise. The capacity of the department is expanded by the use of graduate students from area public health degree programs. Student interns help to undertake emergency preparedness activities as well as develop or expand upon health promotion programs.

The Environmental Health Division staff enforces state laws and codes, city ordinances and departmental regulations in order to control environmental risks. This division deals with: retail food establishments, public and semi-public pools, tanning facilities, massage and body art establishments, recreation camps for children, onsite sewage disposal systems, private wells, hazardous materials, lead paint hazards, asbestos, housing fitness for human habitation, disposal of infectious wastes, keeping of animal, funeral home sanitation, public school safety and indoor air quality, mosquito control, pest

control, and public health nuisance condition abatement. The staff conducts routine inspections of licensed facilities and responds to requests to investigate possible code violations and health hazard conditions. The Clinical Services Division includes the school health and community health activities of the health department. The school health program is the major element of this division. School health staff sees over 120,000 visits to the school health rooms. School nurses provide health care, dispense medications, conduct screening for vision, hearing, and posture, and provide counseling and health education to students and staff. The school physician consults to the nurses and the school department on policy issues. An audiologist oversees the hearing screening and provides testing services. The school health staff continues to see an increase in children with special health needs such as asthma, life threatening food allergies, diabetes, seizure disorders and a variety of other serious medical conditions.

The second element of the Clinical Services Division is disease prevention and health promotion. Health promotion and screening clinics are held in throughout the city, including the Newton Free Library, Senior Center and elderly housing sites. Public health nurses also participate in licensing Newton's camps for children. A federal community development block grant program enables mental health nurses to provide assistance to elderly residents to deal with loss.

The Human and Volunteer Services division provides or promotes the provision of social services for Newton residents, regardless of age, socioeconomic status, racial or ethnic background. This division directs its efforts toward the City's most vulnerable citizens: children, youth, financially needy persons, families in crisis, persons with disabilities, and

persons who are victims of discrimination. This division provides or contracts for direct services, including youth outreach counseling, community social services, including financial assistance. This division runs the Office for Volunteer Services, a clearinghouse of volunteer opportunities for residents at local non-profit agencies and city departments. It oversees NewtonSERVES day, when over a thousand volunteers provide thousands of hours of community service. The division oversees the work of several citizen commissions, including the Human Rights Commission, The Youth Commission, and the Mayor's Committee for People with Disabilities. The division coordinates the administrative requirements of Title II of ADA. The division also supports service to Newton residents provided by the Newton Child Care Commission, Riverside Community Care, the Barry Price Rehabilitation Center, and the Charles River Association for Retarded Citizens.

ACCOMPLISHMENTS

Administration and Emergency Preparedness

- Partnered with the Newton Public Schools in the biennial Youth Risk Behavior Survey with the Newton Public Schools.
- Partnered with the Newton-Wellesley Hospital in a "Spring into Action" Campaign to promote fitness and healthy eating.
- Recruited, credentialed 20 additional volunteers and provided over 15 training opportunities for the Newton Medical Reserve Corps Unit.
- Conducted multi-community emergency preparedness drill, a flu and pneumonia immunization clinic in

Belmont during which over 900 people were served in two hours.

- Updated the department's plans for Emergency Dispensing Sites and Continuity of Operations.
- Participated in functional emergency preparedness exercises in communication and communicable disease report. Also conducted a table top exercise for the entire department staff on emergency response.
- Entire department staff trained to appropriate National Incident Management System levels.

Environmental Health

- Conducted recalled food compliance audits in cooperation with the Massachusetts Department of Public Health.
- Enforced implementation of the Virginia Graeme Baker Pool Act for Newton's 60 public and semi-public swimming pools.
- Oversaw remediation of ventilation issues at the NNHS pool.
- Developed compliance assistance plan for new EPA regulations governing lead paint management in schools with children under age six.

Public Health Nursing Services

- Went live with MAVEN, the Massachusetts Virtual Epidemiological Network, which is an electronic communicable disease investigation system.
- Immunizing an average of 12 elderly residents at each month pneumonia vaccination clinics.

- Conducted two successful emergency preparedness drills using the Newton and a regional flu clinic.
- Immunized over 2,600 Newton residents and employees.
- Privatized billing for flu clinic reimbursement to electronic submission.
- Hosted clinical rotations for student nurses from the Mass. College of Pharmacy and Health Sciences.

School Health Services

- Converted to SNAP software system for all school health rooms.
- Implemented a pilot Flumist® immunization program in the four middle schools. The program was a public/private venture with MAXIM Health Systems, who provided staff and materials. The program enabled us to test the feasibility of in-school flu immunization.
- Conducted training for school nurses in seizure disorders and legal implications for school health professionals
- Partnered with local dentist to conduct a pilot dental health program in two elementary schools
- Developed monthly health topic for all PTO letters
- Assembled emergency "grab-and-go" kits for all school health rooms

Human Services

- Developed and implemented electronic intake and referral mechanisms for human services, and monitored demand for services.
- Partnered with the Village Bank to conduct public/private holiday toy and food gift project.

- Coordinated all ADA aspects including complaints, HP requests, and AAB case tracking.

Volunteer Services

- Published and disseminated 400 Volunteer Opportunities Listing bi-monthly to benefit City Departments and local agencies
- Provided volunteers to City departments including 200 hours contributed to Health and Human Services Department
- Coordinated NewtonSERVES – more than 1,000 volunteers provided over 4,800 hours of service to the City and its non-profit organizations representing approximately \$140,000 of services. Of 48 projects, 30 represented City related sites, including 16 schools

Community Social Work

- Developed and informational flyer about the services offered by the Community Social Worker and web-based information (in English and Spanish) on emergency food resources.
- Established and implemented policies and procedures for the distribution of emergency food and fuel
- Partnered with the Village Bank to conduct a successful holiday gift drive for over 180 families
- Implemented policies and procedures for the Hoarding Task Force to respond and address hoarding cases, including web-based information and resources.
- Developed client intake and tracking system for clients served and fuel assistance provided

- Coordinated the annual Salvation Army Kettle Drive and a Penny Drive to benefit the two food pantries in Newton. Also conducted a winter coat drive

Tobacco Control

- Conducted quarterly tobacco sales compliance checks through SmokeFree Communities Project
- Implemented the smokefree zone around Newton North High School
- Enforced state tobacco sales signage requirements

GOALS AND OBJECTIVES

Administration and Emergency Preparedness

- Conduct a review and update Flu Pandemic preparedness plans and National Incident Management System training
- Create an electronic inventory of all emergency preparedness supplies and equipment and upgrade as needed.
- Recruit, credential, and train 30 more Medical Reserve Corps volunteers
- Conduct a emergency preparedness tabletop exercise for all staff

Environmental Health

- Complete training and implementation of the revised state housing code (pending state revisions)
- Enforce Federal Baker Pool Safety Act for public and semi-public swimming pools.

- Create with DPW an infectious waste (sharps) collection site and education program

Public Health Nursing Services

- Develop annual communicable disease reports using the Massachusetts Department of Public Health communicable disease electronic database and investigation system -- MAVEN
- Participate in drills and exercise for emergency preparedness
- Develop a waste medication management program

School Health Services

- Evaluate the implications of the latest data from the Youth Risk Behavior Survey for school health services
- Conduct an emergency preparedness tabletop exercise for all staff with a focus on communicable diseases
- Implement a suicide awareness and prevention pilot program
- Expand school-based influenza immunization program

Volunteer Services

- Maintain and publicize clearinghouse for volunteer opportunities
- Supply volunteers to City departments
- Recruit volunteers through periodic listings
- Implement annual NewtonSERVES – Day of Community Service

Community Social Work

- Expand utilization of the state's Virtual Gateway program for health and human services
- Develop an emergency resource guide for incidents such as house fires and evacuations.
- Track and evaluate trends in demand for services

Tobacco Control

- Revise tobacco ordinances to prevent influx of water pipe or Hookah bars
- Conduct quarterly compliance checks of tobacco vendors

DEPARTMENT:

501 - HEALTH & HUMAN SERVICES

CITY OF NEWTON BUDGET
DEPARTMENT SUMMARY

OBJECT SUMMARY	ACTUAL 2007	ACTUAL 2008	ORIGINAL	2009 ADJUSTMENTS	TOTAL	RECOMMENDED 2010	APPROPRIATION CHANGE 2009 To 2010	
51 - PERSONAL SERVICES	1,836,580	1,995,132	2,158,862	5,536	2,164,398	2,174,795	10,397	0%
52 - EXPENSES	329,535	328,704	359,678	2,410	362,088	358,629	-3,459	-1%
SUB-TOTALS:	2,166,115	2,323,836	2,518,540	7,946	2,526,486	2,533,424	6,938	0%
57 - FRINGE BENEFITS	319,666	362,108	392,905	7,482	400,387	434,998	34,611	9%
SUB-TOTALS:	319,666	362,108	392,905	7,482	400,387	434,998	34,611	9%
DEPARTMENT TOTALS:	2,485,781	2,685,944	2,911,445	15,428	2,926,873	2,968,422	41,549	1%

FUNCTIONAL ELEMENT SUMMARY	ACTUAL 2007	ACTUAL 2008	ORIGINAL	2009 ADJUSTMENTS	TOTAL	RECOMMENDED 2010	APPROPRIATION CHANGE 2009 To 2010	
0150101 HEALTH & HUMAN SVS ADMIN.	362,163	388,203	387,092	7,181	394,273	393,982	-291	0%
0150102 ENVIRONMENTAL HEALTH	292,896	280,041	318,879	601	319,480	317,766	-1,714	-1%
0150103 CLINICAL HEALTH	1,445,377	1,617,034	1,778,917	5,616	1,784,533	1,825,355	40,822	2%
0150120 HUMAN SERVICES	123,545	139,347	147,664	2,030	149,694	152,426	2,732	2%
0150121 HUMAN RIGHTS	339	848	850	0	850	850	0	0%
0150122 YOUTH SERVICES	63,863	62,810	80,400	0	80,400	80,400	0	0%
0150123 MENTAL HEALTH SERVICES	126,700	126,700	126,700	0	126,700	126,700	0	0%
0150124 CHILD CARE ASSISTANCE	68,443	68,443	68,443	0	68,443	68,443	0	0%
0150125 YOUTH COMMISSION	2,454	2,517	2,500	0	2,500	2,500	0	0%
DEPARTMENT TOTALS:	2,485,781	2,685,944	2,911,445	15,428	2,926,873	2,968,422	41,549	1%

HEALTH & HUMAN SVS ADMIN.	ACTUAL 2007	ACTUAL 2008	ORIGINAL	2009 ADJUSTMENTS	TOTAL	RECOMMENDED 2010	APPROPRIATION CHANGE 2009 To 2010	
51 - PERSONAL SERVICES	274,744	292,189	285,926	5,536	291,462	287,677	-3,785	-1%
52 - EXPENSES	38,502	38,130	45,426	0	45,426	45,426	0	0%
SUB-TOTALS:	313,247	330,319	331,352	5,536	336,888	333,103	-3,785	-1%
57 - FRINGE BENEFITS	48,916	57,885	55,740	1,645	57,385	60,879	3,494	6%
SUB-TOTALS:	48,916	57,885	55,740	1,645	57,385	60,879	3,494	6%
Element Totals:	362,163	388,203	387,092	7,181	394,273	393,982	-291	0%

ENVIRONMENTAL HEALTH	ACTUAL 2007	ACTUAL 2008	ORIGINAL	2009 ADJUSTMENTS	TOTAL	RECOMMENDED 2010	APPROPRIATION CHANGE 2009 To 2010	
51 - PERSONAL SERVICES	234,171	215,365	249,218	0	249,218	246,122	-3,096	-1%
52 - EXPENSES	26,116	27,547	30,450	600	31,050	29,401	-1,649	-5%
SUB-TOTALS:	260,286	242,912	279,668	600	280,268	275,523	-4,745	-2%
57 - FRINGE BENEFITS	32,610	37,130	39,211	1	39,212	42,243	3,031	8%
SUB-TOTALS:	32,610	37,130	39,211	1	39,212	42,243	3,031	8%
Element Totals:	292,896	280,041	318,879	601	319,480	317,766	-1,714	-1%

CLINICAL HEALTH	ACTUAL 2007	ACTUAL 2008	ORIGINAL	2009 ADJUSTMENTS	TOTAL	RECOMMENDED 2010	APPROPRIATION CHANGE 2009 To 2010	
51 - PERSONAL SERVICES	1,209,464	1,355,049	1,483,230	0	1,483,230	1,496,582	13,352	1%
52 - EXPENSES	3,066	1,709	4,909	0	4,909	4,909	0	0%
SUB-TOTALS:	1,212,531	1,356,758	1,488,139	0	1,488,139	1,501,491	13,352	1%
57 - FRINGE BENEFITS	232,847	260,276	290,778	5,616	296,394	323,864	27,470	9%
SUB-TOTALS:	232,847	260,276	290,778	5,616	296,394	323,864	27,470	9%
Element Totals:	1,445,377	1,617,034	1,778,917	5,616	1,784,533	1,825,355	40,822	2%

HUMAN SERVICES	ACTUAL 2007	ACTUAL 2008	ORIGINAL	2009 ADJUSTMENTS	TOTAL	RECOMMENDED 2010	APPROPRIATION CHANGE 2009 To 2010	
51 - PERSONAL SERVICES	118,201	132,529	140,488	0	140,488	144,414	3,926	3%
52 - EXPENSES	51	0	0	1,810	1,810	0	-1,810	-100%
SUB-TOTALS:	118,252	132,529	140,488	1,810	142,298	144,414	2,116	1%
57 - FRINGE BENEFITS	5,294	6,817	7,176	220	7,396	8,012	616	8%
SUB-TOTALS:	5,294	6,817	7,176	220	7,396	8,012	616	8%
Element Totals:	123,545	139,347	147,664	2,030	149,694	152,426	2,732	2%

HUMAN RIGHTS	ACTUAL 2007	ACTUAL 2008	ORIGINAL	2009 ADJUSTMENTS	TOTAL	RECOMMENDED 2010	APPROPRIATION CHANGE 2009 To 2010	
52 - EXPENSES	339	848	850	0	850	850	0	0%
SUB-TOTALS:	339	848	850	0	850	850	0	0%
Element Totals:	339	848	850	0	850	850	0	0%

YOUTH SERVICES	ACTUAL 2007	ACTUAL 2008	ORIGINAL	2009 ADJUSTMENTS	TOTAL	RECOMMENDED 2010	APPROPRIATION CHANGE 2009 To 2010	
52 - EXPENSES	63,863	62,810	80,400	0	80,400	80,400	0	0%
SUB-TOTALS:	63,863	62,810	80,400	0	80,400	80,400	0	0%
Element Totals:	63,863	62,810	80,400	0	80,400	80,400	0	0%

MENTAL HEALTH SERVICES	ACTUAL 2007	ACTUAL 2008	ORIGINAL	2009 ADJUSTMENTS	TOTAL	RECOMMENDED 2010	APPROPRIATION CHANGE 2009 To 2010	
52 - EXPENSES	126,700	126,700	126,700	0	126,700	126,700	0	0%
SUB-TOTALS:	126,700	126,700	126,700	0	126,700	126,700	0	0%
Element Totals:	126,700	126,700	126,700	0	126,700	126,700	0	0%

CHILD CARE ASSISTANCE	ACTUAL 2007	ACTUAL 2008	ORIGINAL	2009 ADJUSTMENTS	TOTAL	RECOMMENDED 2010	APPROPRIATION CHANGE 2009 To 2010	
52 - EXPENSES	68,443	68,443	68,443	0	68,443	68,443	0	0%
SUB-TOTALS:	68,443	68,443	68,443	0	68,443	68,443	0	0%
Element Totals:	68,443	68,443	68,443	0	68,443	68,443	0	0%

YOUTH COMMISSION	ACTUAL 2007	ACTUAL 2008	ORIGINAL	2009 ADJUSTMENTS	TOTAL	RECOMMENDED 2010	APPROPRIATION CHANGE 2009 To 2010	
52 - EXPENSES	2,454	2,517	2,500	0	2,500	2,500	0	0%
SUB-TOTALS:	2,454	2,517	2,500	0	2,500	2,500	0	0%
Element Totals:	2,454	2,517	2,500	0	2,500	2,500	0	0%

DEPARTMENT:

501 - HEALTH & HUMAN SERVICES

**CITY OF NEWTON BUDGET
PERSONAL SERVICES SUMMARY**

ACCOUNT	POSITION TITLE	RANGE	2009 BUDGET		2010 RECOMMENDED	
			FTE	SALARY	FTE	SALARY
511001	HHS Commissioner	H14	1	117,196	1	119,550
	PH Prog Specialist	H07	0.5	29,488	0.5	30,081
	Head Clerk	S05	2	89,067	2	89,514
	Head Clerk	S05	1	44,534	1	44,757
	Sr Sanitary Inspector	S09	2	127,150	2	127,788
	Sanitary Inspector	S08	2	110,479	2	112,584
	Director-Clinical Srvs	H10	1	86,715	1	88,459
	Special Needs Nurse	NSN	1	47,280	1	47,634
	Certified FT Nurse	NFM	2	121,048	2	124,999
	Certified School Nurse	NCS	10	571,182	10	582,211
	Certified School Nurse	NCS	2	95,251	2	98,606
	Certifird School Nurse	NCS	1	49,033	1	50,882
	School Nurse	NSN	6	277,815	6	284,644
	Assoc Director of H.S.	H10	1	86,715	1	88,459
	Community Social Worker	S08	1	53,273	1	55,455
Account Totals:			33.5	1,906,226	33.5	1,945,622
511101	Certified School Nurse	H09	0.2	12,739	0.4	25,989
	School Nurse	NSN	0.4	15,897	0.4	16,208
	Child Physician	QQQ	0.3	15,000	0.3	15,000
	Audiologist	QQQ	0.1	4,325	0.1	4,325
	Nurse	QQQ	0.3	16,982	0.3	15,919
Account Totals:			1.3	64,942	1.5	77,441
511102	Certified School Nurse	NMS	0.6	35,430	0.6	36,767
	School Health Aide	H02	2.67	75,852	2.67	79,490
Account Totals:			3.27	111,282	3.27	116,257
Report Totals:			38.07	2,082,450	38.27	2,139,319