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**CITY OF DANBURY**  
155 DEER HILL AVENUE  
DANBURY, CONNECTICUT 06810

**DAVID W. ST. HILAIRE**  
DIRECTOR OF FINANCE

(203)797-4652  
FAX: (203)796-1526

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**M E M O R A N D U M**

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**DATE:** 9/25/08  
**TO:** HON. MARK D. BOUGHTON VIA THE COMMON COUNCIL  
**FROM:** DAVID W. ST. HILAIRE, DIRECTOR OF FINANCE *DWH*  
**RE:** RESOLUTION-PER CAPITA GRANT-ADDITIONAL FUNDING

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Attached for your review is a resolution that will allow the City of Danbury, Department of Health and Housing, to accept additional funding from the State of Connecticut, Department of Public Health for Per Capita funding. This additional allocation, in the amount of \$366.71, will increase the 2008 funding from \$93,725.04 to \$94,091.75. The grant period is 7/1/08-6/30/09 and requires no local match.

The Common Council is respectfully requested to consider this resolution at its next meeting.

Attach.

cc: S. Leroy

DWS/sk

15-1

# RESOLUTION

CITY OF DANBURY, STATE OF CONNECTICUT

\_\_\_\_\_ A. D., 200\_



RESOLVED by the Common Council of the City of Danbury:

**WHEREAS** the State of Connecticut, Department of Public Health has made available additional funding for the Per Capita 2008-2009 funding; and

**WHEREAS** the additional amount of \$366.71 increases the allocation from \$93,725.04 to \$94,091.75 for a grant term of July 1, 2008 through June 30, 2009.

**NOW, THEREFORE, BE IT RESOLVED THAT** Mark D. Boughton, Mayor of the City of Danbury, or Scott LeRoy, Director of Health, Housing and Welfare, as his designee, is authorized to accept this additional funding and execute on behalf of the City of Danbury all contracts, agreements or amendments and to take all actions necessary to accomplish the purposes of this additional funding.



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# CITY OF DANBURY

HEALTH, HOUSING, & WELFARE DEPARTMENT  
155 DEER HILL AVENUE, DANBURY, CONNECTICUT 06810

Central Health & Housing Office  
203 - 797-4625  
Fax 796-1596

Central Welfare Office  
203 - 797-4569  
Fax 797-4566

September 5, 2009

Mayor Mark D. Boughton  
Common Council  
155 Deer Hill Avenue  
Danbury, CT 06810

RE: Per Capita Cost of Living Adjustment

Please note that the State of Connecticut Department of Public Health has increased the City's Per Capita Grant amount by an additional \$366.71 for this year. The total amount of the grant was increased from the previously approved amount of \$93,725.04 to \$94,091.75.

Once approved, the operating budgets will be changed to reflect the increases. If you have any questions concerning the planning process, feel freed to contact me at any time. Thank you.

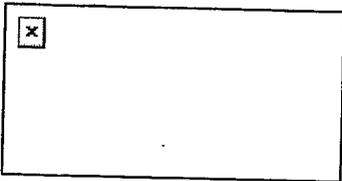
Sincerely,

Scott LeRoy MPH, MS  
Director of Health, Housing & Welfare

Medical Outreach 797-4567  
Eviction Prevention 797-4565  
Information-Referral 797-4569

Dial 2-1-1 for all  
Connecticut Services!

Emergency Shelter 796-1661  
Em. Shelter Fax 796-1660  
Administration 796-1504



STATE OF CONNECTICUT  
DEPARTMENT OF PUBLIC HEALTH



15-3

**SFY 2009 PER CAPITA FUNDING APPLICATION FOR:**

Danbury Health Department  
155 Deer Hill Avenue  
Danbury, CT 06810

**SFY 2009 Per Capita Allocation \$94,091.75    Population (2006) 79,428**

This application certifies that Danbury Health Department is in compliance with the following terms of the State Aid to Full-time Health Department Program:

1. The city/town employs a duly authorized full-time Director of Health as defined in Section 19a-200 C.G.S. We understand that we may become ineligible to receive this Grant-in-Aid if the Director of Health position is either vacant or filled with an acting Director of Health for more than (3) months.
2. The city/town expends at least \$1.00 per capita per fiscal year from annual local tax receipts for health department services.
3. If this grant application is approved, monies granted will not be used to substitute for funds budgeted for the local health department under the normal budgetary process.
4. The information provided on behalf of the health department in this application and attachments is true and correct.

**Name of Individual  
Completing the Application:**

\_\_\_\_\_Scott T. LeRoy\_\_\_\_\_  
(Please print or type)  
Signature: \_\_\_\_\_

**Director of Health:**

\_\_\_\_\_Scott T. LeRoy\_\_\_\_\_  
(Please print or type)  
Signature: \_\_\_\_\_

**Chief Elected  
Official:**

\_\_\_\_\_Mayor Mark D. Boughton\_\_\_\_\_  
(Please print or type)  
Signature: \_\_\_\_\_

Provide a **budget justification for each line in your budget**, describing how your district intends to use the per capita funds. If funds are used to support a position, include the name of the person, title of position, salary detail for the position (hourly rate X hours per week). If the district is subcontracting out services or using a consultant, please use the following page and indicate the name of consultant/agency and rate of payment/funding detail for the services.

BUDGET LINE ITEM	JUSTIFICATION
1. Medical Assistant, Community Health Program	Provide partial funding of a shared medical assistant at the Department's Office of Community Medicine for the year. The medical assistant is full time Rate of pay is presently \$15.96/hr. for 37.5 hrs/wk
2. Telecommunications costs (cell, etc...)	Provide mobile telephone lines, other communications Equipment / support and related repair/replacement costs. A projected 25% decrease in CTDPH Public Health Preparedness Grant this year that currently pays for cell phones required by CTDPH.
3. Provide services at 3 School Based Health Centers in Danbury.	Provide primary medical, social & mental health care to approximately 1,500 enrollees @ Danbury High School. & approximately 1,250 @ both Broadview Middle & Rogers Park Schools. Continue documentation, improve provision of student health surveillance and maintain quality assurance services. Additional information is on file with Brenda West in Grants & Contract Management.
4. City Audit Fees.	To be deducted, as per city policy.
5. Provide hand tools for our Health Dept. Programs	To replace any essential field equipment during the year for inspectors (i.e. thermometers, levels, etc...).
6. Specialized computer services	Design and support services necessary to Maintain and/or update Department electronic public communications methods (i.e. Housing Code software maintenance, septic file scans, etc...).
7. P/T Program / Epi assistant for Community Health Programs (as needed).	Provide services for Community Health Programs & projected need for improved case management created by the State CTDPH 2009 changes in Lead Regulations. Increases capacity of Health Department in allocation and targeting of resources. Part time \$16 to \$30/hr.
8. Provide Qualified Food Operator Training	Provide training needed by the Food Service Facilities to ensure compliance with the requirements in the Public Health Code to operate a food service facility.
9. Public Health Education materials	Provide Community Health Education Materials in languages For residents whose first language is not English and help Promote proper health education messages.
10. Provide staff & support to the City of Danbury's Shelter	Provide services & temporary lodging to those individuals in need of supportive shelter. Part-time \$10 to \$27/hr.
11. Health Department office equipment replacement / repair.	Reoccurring problems with main copier / printer requires this item to be budget in case of major repair or immediate replacement is needed.
12. Public Health Preparedness Assistant	A projected 25% decrease in CTDPH grant funds for 2008-2009 funding year requires budgeting for this existing position (\$19/hour).

**LOCAL HEALTH ADMINISTRATION BRANCH  
 PER CAPITA APPLICATION**

DATE \_\_\_\_\_

NAME OF DIRECTOR OF HEALTH Scott T. LeRoy

POPULATION (2006) 79,428

SIGNATURE OF DIRECTOR OF HEALTH \_\_\_\_\_

ALLOCATION (2009) \$94,091.75

**GRANT PROPOSAL FOR SFY 2009**

BUDGET ITEM	SFY 2009 Per Capita Allocation	*Carryover from Prior Years	Total Per Capita ALLOCATION
1. Medical Assistant, Community Health Program	8,000		8,000
2. Telecommunications / Equip. costs (phone, etc...)	4,000		4,000
3. Provide services at 3 School Based Health Centers in Danbury.	50,000		50,000
4. City Audit Fees.	940.92		940.92
5. Provide hand tools for our Health Dept. Programs	300		300
6. Specialized computer services	2,000		2,000
7. Program assistant for WIC and other Community Health Programs.	3,000		3,000
8. Provide Qualified Food Operator Training	3,000		3,000
9. Public Health Education materials	3,363.04		3,363.04
10. Provide staff & support to the City of Danbury's Shelter	8,500		8,500
11. Health Department office equipment replacement / repair.	3,487.79		3,487.79
12. Public Health Preparedness Assistant	7,500		7,500
<b>TOTAL</b>			<b>\$94,091.75</b>

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\*If you do not have carryover from prior years, leave this column blank.