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# CITY OF DANBURY

155 DEER HILL AVENUE

DANBURY, CONNECTICUT 06810

**DAN GARRICK**  
ASSISTANT DIRECTOR OF FINANCE

(203)797-4650  
FAX: (203)796-1526

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## MEMORANDUM

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**TO:** Hon. Mark D. Boughton via the Common Council  
**FROM:** Dan Garrick, Assistant Director of Finance *DG*  
**RE:** **RESOLUTION- PER CAPITA GRANT**  
**DATE:** **June 27, 2005**

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Attached for your review is a resolution that will allow the City of Danbury, Department of Health and Housing, to apply for and accept funding from the State of Connecticut, Department of Public Health in the amount of \$72,711.78. There is no local cash match.

Also attached is a copy of the grant application and budget for your review. The Common Council is requested to consider this resolution at its next meeting. If you have any questions, or require any further information, please contact my office at 203-797-4652

DD/sb

Attach.



## 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 additional per capita funds available for 2005 - 2006 to municipalities in accordance with Section 19a-202 of the Connecticut General Statutes; and

**WHEREAS**, the City of Danbury through the Danbury Health and Housing Department has formulated a program to promote optimal public health quality in the City of Danbury; and

**WHEREAS**, a continuation grant award application for \$72,711.78 with no local match requirement will be processed by the Danbury Health and Housing Department for a grant term of July 1, 2005 through June 30, 2006.

**NOW, THEREFORE, BE IT RESOLVED THAT** the Mayor of the City of Danbury, Mark D. Boughton, is hereby authorized to apply for and accept said per capita grant funds of \$72,711.78 to execute all contracts or amendments thereof concerning said grant and to take all necessary actions to effectuate the purposes thereof.

STATE OF CONNECTICUT  
DEPARTMENT OF PUBLIC HEALTH



**SFY 2006 PER CAPITA FUNDING APPLICATION FOR:**

Danbury Health Department  
155 Deer Hill Avenue  
Danbury, CT 06810

**SFY 2006 Per Capita Allocation** \$72,711.78    **Population (2003)** 77,353

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:**

THOMAS F. DRAPER, MD., M.P.H.

(Please print or type)

Signature: Thomas F. Draper, M.D., M.P.H.

**Director of Health:**

THOMAS F. DRAPER, MD., M.P.H.

(Please print or type)

Signature: Thomas F. Draper, M.D., M.P.H.

**Chief Elected  
Official:**

MARK D. BOUGHTON

(Please print or type)

Signature: \_\_\_\_\_

## PROPOSED USE OF PER CAPITA FUNDS

Briefly describe how your department intends to use the per capita funds. Please identify which of the 8 core program functions you are addressing with this proposal (Section 19a-76-1). Use additional sheets of paper if needed.

**If funds are used to support a staff position, include the salary detail for that position (hourly rate x hours per week). If the department is subcontracting out services or using a consultant, indicate rate of pay and/or funding detail for these services.**

**Objective 1.** This objective provides partial payment for medical assistant services at our communicable disease clinic. It primarily addresses Core Program G (Communicable Disease Control), but also contributes to Core Program A (Public Health Statistics) and Core Program D (Health Education). This objective was chosen due to the need for a full time medical assistant at the clinic. Without full time staffing, we would not be able meet the demand for services. The present hourly rate is \$15.96 and the workweek is 37.5 hours.

**Objective 2.** This objective provides pagers and cell phones. The objective addresses Core Program F (Environmental Health) in that it is a great benefit to our Environmental field staff. It also supports Core Program G (Communicable Disease Control) in that our Community Health Nurse has a pager. This objective is also a valuable aspect of Core Program H (Emergency Medical Services/Emergency Preparedness) in that it supports our emergency response capability. Further, it enables us to make better use of staff time, which is our greatest cost factor.

**Objective 3.** This objective provides significant support to our School Based Health Centers. It primarily addresses Core Program B (Maternal/Child Health), but also supports Core Programs D, E and G (Health Education, Nutritional Services and Communicable Disease). Without Per Capita support, the clinics would be severely reduced in scope and less able to meet the level of student need.

**Objective 4.** This objective provides maintenance services, updated hardware and updated software. This objective addresses all eight core programs in that computers have become essential to all of our programs. This objective also assures Internet access to staff. Again, all core programs are addressed. This objective was chosen due to the increasing importance and value of computer support to programs

**Objective 5.** This objective pays for a mandatory grant audit fee, as allowed by funding guidelines.

**Objective 6.** This objective provides a web site and related web site maintenance for our department. Initially, it was used to disseminate community health assessment (Core Program #1-Health Statistics) information. However, it has become obvious that it a valuable means of informing the public about such issues as mosquito control/WNV (Core Programs D & F-Health Education & Environmental Health). As of Fiscal year 2002-2003, the web site has been used to facilitate our Public Health Preparedness activities (Core Program H- Emergency Medical Services/Emergency Preparedness). Ultimately, it is expected to provide or facilitate services in all eight Core Programs.

**Objective 7.** Epidemiology Assistant: This objective is to enhance data collection in the treatment and prevention of Sexually Transmitted Disease, foodborne disease and Tuberculosis. Such data is fundamental to the public education programs sponsored by the Department. This position requires language skills to support community outreach efforts promoting compliance in the treatment and prevention of communicable diseases.

OFFICE OF LOCAL HEALTH ADMINISTRATION  
 PER CAPITA APPLICATION

DATE June 27, 2005

NAME OF DIRECTOR OF HEALTH Thomas F. Draper, M.D.

POPULATION (2003) 77,353

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

ALLOCATION(2006) \$72,711.78

**GRANT PROPOSAL FOR SFY 2006**

BUDGET ITEM/OBJECTIVE (1)	PROPOSED OUTCOME MEASURE (2)	SFY 2006 ALLOCATION (4)
1. Provide partial funding of medical assistant services at the Department's Office of Community Medicine for the period of 7/1/05 to 6/30/06. The medical assistant position is full time. Rate of pay is presently \$15.96/hr. for 37.5 hrs/wk	1. Provision of support for communicable disease control, including, but not limited to, sexually transmitted disease clinic and tuberculosis clinic. Service outcomes will, approximately, match the services provided in the prior fiscal year .	\$ 10,000.00
2. Provide pagers, mobile telephone lines, other communications equipment/support and related repair/replacement costs.	2. Provide increased on-site communication during emergencies such as hazardous materials releases; improve efficiency by enabling schedule changes of staff in the field, and enable field staff to contact clients.	\$ 1,000.00
3. Provide medical supplies, laboratory services, computer equipment and/or software and other support services to the department's School Based Health Centers (Danbury High School and Broadview Middle School.)	3. Provide primary medical, social & mental health care to approximately 1,500 enrollees @ Danbury High School. & approximately 1,250 @ Broadview Middle School. Continue documentation of services, improve provision of student health surveillance and maintain quality assurance services. See attached listing for detail regarding budget. Additional information is on file with Brenda West in Grants & Contract Management.	\$ 52,000.00
TOTAL		

OFFICE OF LOCAL HEALTH ADMINISTRATION  
 PER CAPITA APPLICATION

DATE June 27, 2005

NAME OF DIRECTOR OF HEALTH Thomas F. Draper, M.D.

POPULATION (2003) 77,353

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

ALLOCATION(2006) \$72,711.78

GRANT PROPOSAL FOR SFY 2006

BUDGET ITEM/OBJECTIVE (1)	PROPOSED OUTCOME MEASURE (2)	SFY 2006 ALLOCATION (4)
4. Computer hardware, software and support services necessary to maintain and/or update Department applications and emergency preparedness requirements.	1. A. Provide services (including software & hardware maintenance), as needed. B. Provide software, hardware & related equipment as needed. C. Provide internet linkage.	\$ 2,000.00
5. Audit Fee	5. To be deducted, as per city policy.	\$ 711.78
6. Maintain the department's web site.	6. Provide community health assessment information facilitate the utilization of department services and provide community health education.	\$ 2,000.00
7. Epidemiology assistant for communicable disease program. To assist in data collection and community outreach for Tuberculosis, STD and foodborne infections. Part time 4 hours per week \$12/hr (\$5000).	7. Outcome: Increase compliance in infectious disease treatment. Provide enhanced data base for Community Health education by the City Health Department, the schools, area hospitals and a range of health agencies. Increase capacity of Health Department in allocation and targeting of resources	\$ 5,000.00
TOTAL		<b>\$72,711.78</b>