

**APPROVED**  
**MONROE BOARD OF HEALTH**  
**Monroe, Connecticut - Meeting Minutes - June 2, 2015**

**Present:** Dennis Condon  
Eileen Fuchs  
Michael O'Reilly

**Also present:** Town Council Liaison Ken Kellogg

**Guests:** Donna Culbert Director of Health Newtown Health District  
Cathy Lombardi Human Resources Town of Monroe

I. **CALL TO ORDER – 7:15pm.**

II. **REVIEW OF DRAFT MINUTES FROM 5-14-15 Special Meeting**

**Motion: D. Condon**

**Second: M. O'Reilly**

Discussion: typo section II: Minutes approved with correction of typo

III. **FOLLOW UP FROM CONSULTATIONS WITH SUBJECT MATTER EXPERTS IN PUBLIC HEALTH ADMINISTRATION**

*D. Condon* distributed list of questions and answers from P. Sulik regarding transfer of operational data.

IV. **APPLICANT INTERVIEW STATUS UPDATE EXECUTIVE SESSION**

**Motion made at 7:33 pm to go into Executive Session and to include K. Kellogg, D. Culbert and C. Lombardi for purpose of discussing interview of MHD Director Candidate.**

**Motion: E. Fuchs**

**Second: M. O'Reilly**

Discussion: None

**Motion passed 3-0**

Returned to open session at 8:05 pm

**Motion made to appoint E. Fuchs and M. O'Reilly as an extension of the interview committee to interview Director Candidate and other applicants for open positions.**

**Motion: D. Condon**

**Second: E. Fuchs**

Discussion: None

**Motion passed 3-0**

**V. OPERATIONAL ISSUES**

**A) Notifications:** D. Condon reported that the process has been set up to send all notifications to S. Vavrek and himself via cell phone.

**B) Telephone C) Website:** K. Kellogg gave an update on the website and telecommunications.

**D) Location:** D. Condon stated that there is adequate space in the Land Use section of Town Hall to be used for the MHD. Space will be needed for 6 file cabinets. The section will need to have some modification to provide privacy for confidential discussions. M. O'Reilly visited the Senior Center and reported that the following will be needed for the Nurse's station; file cabinet, work station, and locked refrigerator.

**E) Interim Staffing Plan:** Cathy Lombardi reported on HR issues. All positions have been posted and several qualified applicants for the positions of Administrative assistant, Sanitarian and Nurse have been received, including roll over staff from the TMHD. Only one applicant to date for MHD Director has been received.

K. Kellogg stated the importance of forming a contingency plan for staffing of the Director position. The Board discussed the feasibility of appointing an interim Director under a temporary contractual agreement. D. Culbert will assist in trying to locate either part time Directors who may have capacity or retirees who would be interested in an interim position. The Board will begin interviewing candidates for the Sanitarian, Nurse and Administrative Assistant positions.

**F) Grant Filing:** K. Kellogg stated that the application process has been started for the Lead grant.

**VI. CAPITAL BUDGET SUPPLY NEEDS**

D. Condon distributed a TMHD list of supplies given to him by P. Sulik. D. Condon stated that we need to compile a list of needed supplies and that at this point we should identify everything that we need and the sourcing of that list will be identified at a future time. D. Culbert will review P. Sulik's list and prioritize based on needs. In addition, D. Culbert will identify any gaps in supplies. D. Culbert will identify what supplies are provided by the DOH.

**VII. ADJOURNMENT**

**Motion made to adjourn at 9:07 pm**

**Motion: M. O'Reilly**

**Second: E. Fuchs**

**Discussion: None**

**Motion passed 3-0**

**REVIEWED AND APPROVED BY THE  
BOARD: NOVEMBER 19, 2015**