



**Town of Monroe Health Department**  
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**APPROVED**

**MONROE BOARD OF HEALTH MINUTES**  
**Monroe, Connecticut**

**October 6, 2015**

**Present:** Dennis Condon, Nicole Lieto, Eileen Fuchs, Michael O'Reilly, Nancy Brault,  
Director of Health

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

Meeting was called to order: 7:00 PM

A MOTION was made by Fuchs, seconded by Lieto to accept the draft Minutes of September 1, 2015 meeting by adding to Section X. Executive Session, First Selectman and Ken Kellogg, and the Second motion, Michael O'Reilly.

MOTION CARRIED UNANIMOUSLY.

A MOTION was made by O'Reilly, seconded by Fuchs to accept the draft Minutes of September 10, 2015 meeting.

MOTION CARRIED UNANIMOUSLY.

Public participation – none

Condon introduced and welcomed Nancy Carol Brault, the new Monroe Health Director. In addition, he wanted to thank the Interim Director of Health, Richard Matheny for his outstanding job on getting the Monroe Health Department up and going.

Brault reviewed operational issues in the department. A meeting with the Monroe Director of Finance is scheduled next week to discuss available health department funds and the development of a budget. This will also include capital needs. Members discussed income related to food service fees and the need for an income analysis revision. Brault agreed to provide details at the next Board meeting.

Brault provided a monthly activity report to the members for review. She advised that approximately 75% of food service inspections have been completed. Condon suggested that the next monthly activity report denote separate food service classification categories and percent completion rates.

Fuchs inquired about the Town's proposed new GIS data system. This system may be helpful in relation to public health initiatives in the town. Brault agreed to review and update Board on the status.

Kellogg advised the Board of his discussion with the Town Selectman regarding future plans for Chalk Hill School. He suggested that the Health Department be involved in the planning process which may include the Medical Reserve Core and Cert. Team activities.

Brault discussed the need for health data to better target health intervention strategies, via grant funded programs in Monroe. Condon advised Brault to obtain last Community Health Assessment from the Town of Stratford. It contains Monroe's health data.

Board members discussed the CT Health Status Survey (Data Haven). The Health Survey, "Community Health Survey" is a health assessment that contains health data collected from several area towns. Each town pays a per capita fee to obtain health data concerning their respective communities. This report is important in knowing health needs, setting priorities, and targeting health resources in each community. Kellogg also noted that this data is especially important in addressing health priorities in Monroe, and as part of the Health Department's strategic planning process. He indicated that the Department has been invoiced for \$1,500 for Monroe's per capita portion of this health survey. We will need to pay for this expense through the Health Department contingency fund. If we don't pay for our portion of the survey, the Department will not receive Monroe's health data. He also noted that this is a reoccurring cost and should be added to the Department budget (due every 3 years).

A MOTION was made by O'Reilly, seconded by Fuchs to pay the CT Health Status (Data Haven) survey invoice for Monroe's per capita portion of the payment.  
MOTION CARRIED UNANIMOUSLY.

Board members reviewed the need for the development of a Monroe public health ordinance. Brault agreed to e mail a draft ordinance to members within two weeks for review. The target date for the final draft is the end of October 2015.

Brault reviewed the status of each Department of Public Health (DPH) grant. The DPH is willing to provide the Monroe Health Department with an extension for Lead and Block Grant revisions, since a new Director of Health has recently been appointed and she did not have the opportunity to review grant proposals by the former Interim Director of Health. The DPH revised the Disaster Preparedness Grant and a new packet will be sent out to local health for submission within the next week. Brault will review applications and advise Board members of any adjustments and/or revisions.

Brault reviewed plans for changes in the department's staffing. In particular, the part time food inspector will finish her routine inspections this week and the Health Director will take on this inspection work load. The membership discussed the need for a public health nurse and directed Brault to move forward to fill this position (10 hour a week) with Human Resources as soon as possible. A second interview will be scheduled with a potential candidate; Brault and O'Reilly will attend.

A MOTION was made by Lieto, seconded by Fuchs to move forward with the hiring the public health nurse, based on the outcomes of the second interview.  
MOTION CARRIED UNANIMOUSLY.

A MOTION was made by Fuchs, seconded O'Reilly to adjourn.  
MOTION CARRIED UNANIMOUSLY.

Adjournment: 8:20 pm

Respectfully submitted,

Nancy Carol Brault, M.P.H., RS  
Director of Health