



Town of Monroe Health Department
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FINAL

**MONROE BOARD OF HEALTH
MEETING MINUTES**

AUGUST 4, 2015

Present: Richard Matheny, MBOH Director
Eileen Fuchs
Nicole Lieto
Michael O'Reilly

Members Absent: Dennis Condon

Also Present: Town Council Liaison Ken Kellogg, Barbara Krajewski, MBOH
Administrative Assistant

- I. Meeting was called to order at 7:03 PM
- II. Review of Draft Minutes From July 7, 2015 Meeting
 - Motion: Eileen Fuchs
 - Second: Michael O'Reilly
 - Discussion: Correction – Nicole Lieto was not present at the 7/7/15 meeting.
 - Minutes approved: 4-0
- III. Public Participation
 - None
- IV. Operational Issues Including Inspection Progress and Review
 - Richard Matheny informed the Board we are 6 months to a year late in Class IV Food Establishment routine inspections. Class I, II, III are all up to date.
 - Trumbull HD has the TMHD Fox Pro database which contains information permit fees collected for establishments for the last fiscal year. We will contact the Trumbull DOH and have our administrative assistant print spreadsheets.
- V. Operational Building Site Issues and Status
 - One Time Start Ups:
 - Office partitions were approved and ordered.
 - We need to purchase a vaccine refrigerator, digital thermometers and test strips.
 - We need to purchase Filemaker Pro Licenses for the computers.
 - Second vehicle for the DOH was discussed.

- VI. Operational & Capital Budget Needs and Expenditures
- Richard Matheny presented a report detailing the status of the adopted budget for the current fiscal year.

VII. Staffing Updates

- Interview was conducted for the Public Health Nurse.
- Interviews are scheduled for the DOH position.
- Rich Jackson, Sanitarian attended Lead Training.
- All Health Department forms are ready to be put on our website.

VIII. Ordinances

Richard Matheny presented a proposed Monroe Public Health Code which contained three Trumbull Monroe Health District regulations that have had references to the District changed to “Monroe Health Department”. The proposed code also has a Sewage Disposal Ordinance based on regulations from the Naugatuck and Farmington Valley Health Districts. The Code was discussed and the Board will review it in detail at a future meeting.

IX. Grants

Richard Matheny provided an update.

X. Letter of Appreciation

Ken Kellogg read a letter that was sent by the First Selectman to the Chairman of the Newtown Health District Board of Health.

ADJOURNMENT

Motion made to adjourn at 8:20 PM.

Motion: Eileen Fuchs

Second: Michael O'Reilly

Discussion: None

Motion passed 4-0