

FINAL

**MONROE BOARD OF HEALTH
Monroe, Connecticut**

**Special Meeting Minutes
May 14, 2015**

Present: Dennis Condon
Nicole Lieto
Michael O'Reilly

Also present: Town Council Liaison Ken Kellogg

Guests: Donna Culbert Director of Health Newtown Health District
Patrice Sulik Director of Health Trumbull Health District

CALL TO ORDER – 7:35pm.

I. REVIEW OF DRAFT MINUTES FROM 5-12-15

Minutes approved.

II. SPECIAL MEETING FOR THE PURPOSE OF QUESTIONING THE EXPERTS.

The *Newtown Health Director, Donna Colbert* gave a history of the Newtown Health District.

A discussion of the day-to-day running of a health department with attendant operational and capital budgetary needs was undertaken with input from *Monroe-Trumbull Health Director, Patrice Sulik*.

Topics addressed were fee schedule structure, the most recent Regional Community Health Needs Assessment, software programs (Newtown uses Excel and Quickbooks), permit schedule, grants (lead, Emergency Preparedness and PHHSBG), the need for a grant writer, a vaccine program with possible revenue, transportation needs (TMHD had 4 vehicles), the need for a MHD web page on the town's website, and in very general terms furniture and fixtures.

Patrice indicated that she would make available demographics, forms, policy and procedure manuals. Patrice said that since she is taking applications 2 weeks in advance she will be current to mid July and temporary food events will not pick up until fall.

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Patrice will be willing to orient any new hires 2 weeks before TMHD closes, and will hand out MHD cards when a phone number is available.

III. ADJOURNMENT

Motion made to adjourn at 9:10 p.m.

Motion: D. Condon

Second: N. Lieto

Discussion: None

Motion passed 3-0