

**DRAFT**

**MONROE BOARD OF HEALTH  
Monroe, Connecticut**

**Regular Meeting Minutes  
May 2, 2015**

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

**Also present:** First Selectman Steve Vavrek  
Town Attorney Jack Fracassini  
Town Council Liaison Ken Kellogg

**CALL TO ORDER** – Prior to election of officers, Town Council Liaison K. Kellogg called the meeting to order at 4:10 p.m.

**I. WELCOME AND INTRODUCTIONS**

Introduction of board members was made with relevant background and experience.

**II. ELECTION OF OFFICERS**

**Motion to nominate Dennis Condon as Chairman**

**Motion:** M. O'Reilly

**Second:** N. Lieto

Discussion: None

**Motion passed 4-0**

**Motion to nominate Nicole Lieto as Vice Chairman**

**Motion:** M. O'Reilly

**Second:** N. Lieto

Discussion: None

**Motion passed 4-0**

**Motion to nominate Eileen Fuchs as Secretary**

**Motion:** M. O'Reilly

**Second:** D. Condon

Discussion: position possibly temporary to be replaced by Health Department  
Administrative Assistant

**Motion passed 4-0**

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III. DISCUSSION ON FORMATION OF MONROE HEALTH DEPARTMENT

*Councilmember K. Kellogg* informed us that the board is to consist of 5 members with The Director of Health of the Town of Monroe being the 5<sup>th</sup> member. The Health Department needs to be operational July 1 2015. Discussion of board decisions needed prior to July 1<sup>st</sup> include setting 2015 fee structure, set up of fax, phone etc. and notification to the State DOH and area hospitals of appropriate Monroe Health Department contacts.

*Attorney J. Fracassini* advised the board of pertinent MTHD (Monroe Trumbull Health District) history and pending decisions resultant from the dissolution of the MTHD. Inventories of furniture and fixtures, motor vehicles etc. are being constructed and should be available within the next 10 days. It is not certain what if any of the inventory contents will be available for use by the Monroe Health Department. Decision will need to be made regarding vaccine refrigerator and vaccines currently on hand in the MTHD. Vaccines will need to be returned to the state if Monroe is not going to use them.

*Councilmember K Kellogg* distributed for discussion *An Introduction to Local Boards of Health in Connecticut*, Judith A. Sartucci, MSN, RN, and Chairman Central Connecticut Health District. Also included in discussion was the Monroe Charter description of the Health Department. A CDC presentation *The Ten Essential Public Health Services, an Overview*, was discussed with *Councilmember K. Kellogg* informing which service is state mandated.

*Councilmember K. Kellogg* distributed for discussion Health Department model comparisons as presented to the Town Council FEHPS Committee by *P. Sulik, Health Director MTHD*. Models include comparison of PT vs. FT Health Director and Sanitarian. Expenses in model comparisons are inclusive of benefits and taxes.

*Selectman Steve Vavrek* presented his proposed Health Department model for discussion. *Selectman Vavrek* also advised that *P. Sulik* would be available for any questions in an advisory capacity. *Chairman D. Condon* suggested *P. Sulik* come to a meeting with the board and asked the board members to submit any questions for her prior to the meeting.

*Councilmember K. Kellogg* stated that the *Newtown Health Director, Donna Colbert* is also available as an advisor until a Monroe Health Director is hired. *Board member E. Fuchs* asked if there is a stipend for *D. Colbert* and *Selectman Vavrek* replied that it is already budgeted.

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Board discussed merits of full time versus part time positions.

**Motion made to seek a full time Health Director for the Monroe Health Department**

**Motion:** E. Fuchs

**Second:** N Lieto

Discussion: None

**Motion passed 4-0**

*Councilmember K. Kellogg* distributed job descriptions for review and discussion.

*Chairman D. Condon* suggested the job descriptions be approved and posted as soon as possible. *Selectman Vavrek* suggested that a special Town Council meeting be called to approve. *Attorney J. Fracassini* stated that job descriptions need to be approved by the labor attorney. The process should be expedited base on time constraint of July 1<sup>st</sup> deadline.

**Motion to empower Chairman D. Condon the ability to modify/ approve job descriptions based on legal and HR feedback**

**Motion:** E. Fuchs

**Second:** M. O'Reilly

Discussion: None

**Motion passed 4-0**

*Chairman D. Condon* asked about office space and technology for new Department.

*Selectman Vavrek* stated that the town technology team is already working on needs, that the Monroe Senior Center has a nursing station available and that there should be office space in the Town Land Use section of Town Hall.

**IV. MEETING SCHEDULE**

Regular meetings shall occur on the 2<sup>nd</sup> Tuesday of the month at 7:30 p.m.

**V. ADJOURNMENT**

**Motion made to adjourn at 7:00 p.m.**

**Motion:** N. Lieto

**Second:** E. Fuchs

Discussion: None

**Motion passed 4-0**