

FINAL

MONROE BOARD OF HEALTH
Monroe, Connecticut



Meeting Minutes
July 7, 2015

Present: Richard Matheny, MBOH Director
Dennis Condon
Michael O'Reilly
Eileen Fuchs

Also present: Town Council Liaison Ken Kellogg, Richard Jackson, MBOH Chief Sanitarian and Barbara Krajewski, MBOH Administrative Assistant

I. **CALL TO ORDER** – 7:02 pm.

II. **REVIEW OF DRAFT MINUTES FROM 6-18-15 Special Meeting**

Motion: D. Condon

Second: E. Fuchs

Discussion: None

Minutes approved 4-0

III. **Public Participation**

None

IV. **Introduction and welcome to new MBOH members**

Richard Matheny was introduced as the interim Director; Richard Jackson was introduced as the Chief Sanitarian and Barbara Krajewski as the Administrative Assistant. *E. Fuchs* questioned whether or not the new Director is a voting member of the Board. Based on language in the Monroe Charter, it was the opinion of the Board that the Director would be the 4th voting member of the Board.

V. **Operational transfer issues and updates**

Board members discussed the first week of department operations and any start up issues. No major issues were identified with regards to setting up the department. *D. Condon* will follow up with the IT department on the latest transfer of file data. *K. Kellogg* gave an update on the website and the Board discussed other information that should be added to the existing site. Fee schedule and an FAQ section to educate the public were suggestions made for consideration.

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VI. Operational and Capital budget needs

B. Krajewski has identified office supply needs for the startup of the department. *R. Matheny and D. Condon* reviewed with the group the status of distribution of supplies from the TMHD dissolution. *R. Jackson* listed additional supplies needed for the field. *R. Matheny* emphasized the need for a vaccine refrigerator. *R. Matheny and R. Jackson* will compile a list of supplies to be presented at the next Board of Finance meeting. *R. Matheny* presented a list of budget questions for the Board to review.

VII. Regulation and Ordinance Issues.

R. Matheny presented drafts of two ordinances for the Board to review. One ordinance covers Cosmetology while the other ordinance covers Subsurface Sewage. *M. O'Reilly* asked if septic pump out regulations are included. The Board discussed the necessity of including a regulation requiring homeowners to have septic systems pumped out on a regular basis. While the Board is in agreement that a requirement for homeowners to comply with scheduled maintenance is desirable, no actions were identified at this time. It was the consensus of the Board to include this as an ongoing discussion item. *R. Matheny* also feels that a Food Service ordinance will be needed and he will draft the ordinance. Once all three ordinances are drafted, the board will review and then present as a package for adoption. *K. Kellogg* will shepherd the ordinances through the Town Council process.

VIII. DPH Grants and Follow up

R. Matheny stated that there has been no formal announcement of the funding level of the Lead Grant. The Block Grant funding is \$4600 per year for 3 years. *K. Kellogg* stated that Public Health Preparedness is funded at 14,424 per capita.

IX. Staffing Needs

R. Matheny informed the Board that it is necessary to hire a food inspector. This would be a temporary position and could be paid on a per diem basis. It is the expectation that once a full time Director is hired with the necessary licensing, then that Director will assume some responsibility for food inspections.

Motion made to reallocate the part time Nurse's salary to fund a temporary per diem Food Inspector.

Motion: M. O'Reilly

Second: E. Fuchs

Discussion: None

Motion passed 4-0

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ADJOURNMENT

Motion made to adjourn at 8:40 p.m.

Motion: E. Fuchs

Second: N. Lieto

Discussion: None

Motion passed 4-0