



Town of Monroe Health Department
7 Fan Hill Road, Monroe, CT 06468
Phone (203) 452-2818 – Fax (203) 452-2956

FINAL

MONROE BOARD OF HEALTH MINUTES
Monroe, Connecticut

September 1, 2015

Present: Dennis Condon, Chairman
Nicole Lieto, Vice Chairwoman
Eileen Fuchs
Michael O'Reilly, MD
Richard Matheny, Director of Health

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

I. Meeting was called to order at 7:02 PM

II. Review of Draft Minutes from August 4, 2015 Meeting

Motion: Eileen Fuchs

Second: Michael O'Reilly

Discussion: None

Minutes approved: 4-0 & 1 Abstention (Dennis Condon)

III. Public Participation

None

IV. Operational Issues Including Inspection Progress and Review - Rick Matheny gave an update on the tasks completed since July 1st - copy attached. Rick also presented Rich Jackson's August Activity Report – copy attached.

V. Operational Building Site Issues and Status

- Working with Public Works and Engineering, the office space was reconfigured and enlarged. Office dividers were ordered which will complete the work.
- Ordered vaccine refrigerator/freezer combination.
- Ordered three FileMaker Pro licenses which have been installed on the three computers as well as the FileMaker health department programs received from the Pomperaug Health District.

VI. Operational & Capital Budget Needs and Expenditures

- Rick presented the following documents to the board: Health Department Receipts for July & August by category; Final FY 2015-16 Revenue Analysis and supporting documents; The Approved Health Department FY2015-16 Budget with actual current figures for both revenue and expenditures. All of these documents are attached.

VII. Regulation and Ordinance Review Completion

- After a discussion for the need of modern ordinances (existing Monroe sewage and food ordinances were adopted in 1959) and the need for an ordinance that covers Salons, Cosmetology, Body Piercing, Tattooing, and Barbershops, Ken requested that

- the provided drafts be simplified before proceeding further. Rick agreed to again provide the short version of a suggested salon ordinance, and the board agreed to wait until the new director of health is working to continue with the ordinance approval process.
- Rick also shared with the board a copy of the Code of the Town of Monroe dated 1977 that was from the Health District.

VIII. DPH Grants and Follow Up

Rick asked the Board for approval to move the Public Health Emergency Preparedness Contract forward through the town contract approval process.

Motion: Eileen Fuchs

Second: Nicole Lieto

Motion passed: 5-0

IX. Staffing Updates

- The Monroe Health Department has hired a part-time food inspector, Suzette LeBlanc who starts on September 2nd. She will work every Wednesday.
- Rick participated in interviews for Health Department applicants.
Public Health Nurse
Director of Health

X. Executive Session

At 7:57 PM a motion was made to go to Executive Session and invite Steve Vavrek, First Selectman and Ken Kellogg.

Motion: Eileen Fuchs

Second: Michael O'Reilly

Motion passed

Executive Session ended at 8:21 PM

ADJOURNMENT

Motion: Eileen Fuchs

Second: Michael O'Reilly

Passed: 5-0