



Monroe Health Department
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APPROVED

MONROE BOARD OF HEALTH MINUTES
Monroe, Connecticut

January 5, 2016

Present: Dennis Condon, Chairman, Eileen Fuchs, Secretary, Nancy Brault, Director of Health

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

Absent: Nicole Lieto, Vice Chairwoman

A. The meeting was called to order: 7:00 pm

B. Public Participation: None

C. Approval of Minutes of November 19, 2015

A MOTION was made by Fuchs, seconded by Brault to accept the draft Minutes of November 19, 2015. MOTION CARRIED UNANIMOUSLY.

D. Director of Health's Reports

Brault presented the Director of Health's monthly reports to the membership. She reviewed details of the CT Preventive Block Grant "High Blood Pressure" program. Brault prepared a news article for Eyes on Monroe and the Courier discussing the program, as well as advertising other services offered by the Health Department. A copy of the article was shared with Board members.

Condon asked if a communicable disease website link could be added to our web page to define diseases noted in the article. Brault stated that she will look into it. The current website is very limited and needs to be developed to provide better communication between the Health Department and the community. She noted that a web design and plan would be provided to the Board for review and approval within the next few months.

Brault also discussed Health Department community outreach activities. She and Rich Jackson, Chief Sanitarian attended the Masuk High School, Career Day event and noted that the department plans to participate at the Monroe Farmer's Market this coming summer.

Brault reported that most of the Salon permitting was completed and everyone has submitted their applications for licensure. Kellogg inquired if there were any issues since the passage of the new town ordinance. Krajewski noted that everything went well; there were no problems.

The Health Department budget was submitted to the First Selectman and Finance Department for review. Brault advised that the first series of department budget review meetings should take place later this week or early next week.

Brault reviewed the food service inspection report and advised that she was working to reorganize the monthly inspection list via File Maker Pro database, addressing work load spikes. Currently, the Department licenses 93 food service establishments, and conducts two hundred and ninety nine routine food service inspections per year (25 per month). Twenty four routine inspections were completed in December, 2015 along with five reinspections.

Kellogg noted that two childhood lead cases were noted on the Director's report. Brault advised that these are screening cases and are not associated with lead poisoning investigations. However, the department is tracking these children to monitor and address increases in these blood lead levels.

Brault notified Board members of a recent Blue Algae complaint at Lake Zoar and that the investigation was ongoing. The Health Department contacted Lake Zoar residents and provided them with information and protection measures regarding algae exposure. Tonight a meeting is being held with the LZA Commission in the Southbury Town Hall. Rich Jackson plans to attend the meeting to review concerns.

Brault noted that the department nurse was provided with a new phone and that the Health Department vehicles were almost ready for use. She thanked town leaders for their full support and investment, in her, the staff, and in the Health Department in general.

E. Grant Status

1. Preventive Health and Health Service Block Grant

Brault reported that the Preventive Health and Health Service Block Grant, planning activities (Blood Pressure Screening Program) is in process. The Department will be working with community businesses, as well as the Park and Recreation Department to promote the program in the near future.

2. Emergency Preparedness Grant

Brault advised that she is attending the Emergency Services Function Area # 8 and Family Assistance Center workgroup meetings which are tied to the Emergency Preparedness Grant.

The State DPH is planning the 2016 Statewide Medical Countermeasures, Full Scale Exercise, scheduled for April 11-15, 2016. Two POD sites are expected to open in each region (Monroe is located in region 1). In addition, the Annual MDA # 12 Planning Meeting is scheduled for January 22, 2016. The purpose for this meeting is to update partners in the role of mass dispensing. She also reported that she is in the process of revising the Monroe Emergency Preparedness Plan and that the plan will be completed this week.

- i. Per Kellogg, the "Request for Board Approval" Agenda item should be removed from Agenda. The Board and Council have already approved the grant. The item was taken off the Agenda.
- ii. Brault reviewed a POD supply list sent to her from the town of Stratford. The towns of Trumbull and Monroe contribute to the purchase and or replacement of these supplies. Members discussed POD items, as well as other department equipment needs such as computers for field work and a scanner for flu clinics. Members indicated that these costs are considered start up costs and can be drawn from department start up funds with Board approval.

A MOTION was made by Fuchs, seconded by Brault to allow Brault to use department start up funds to purchase equipment for 3 emergency response bags, including personal protective equipment, supplies for Stratford, Trumbull, and Monroe PODS, two computers with a card scanner, computer software, and decals for Health Department vehicles. MOTION CARRIED UNANIMOUSLY.

3. Lead Grant – No action at this time.

F. Unfinished Business

1. Budget Discussion

Members discussed and reviewed the Health Department budget and inquired if additional monies were needed for department functions. Kellogg asked if \$1,000 will support the proposed Work Force Development Plan requirements. Brault advised that it will.

Members discussed the budget run rate and that next year we will use this to better evaluate department annual expenditures; the department has only been in operation for 6 months.

Brault reviewed the Health Department Fee Schedule and suggested changes, such as charging non for profit organizations a licensing/permitting fee, and removing other fees that don't make sense from the schedule. Kellogg suggested prorating food service license fees for new business owners. Brault will prepare a Draft Fee Schedule for the next Board meeting. Per Kellogg, the Fee Schedule cannot be changed until July 1, 2016 and will need Board and Town Council approval.

Brault also noted that town public schools do not pay a fee for their food service licenses. Sodexo, a for-profit company is managing the food service operations at the schools. Members directed Brault to invoice Sodexo for food licenses this year.

2. Resolution of Trumbull Monroe Health District Vehicles

Brault informed members that we received two TMHD vehicles and have an old cruiser. We are waiting for the final paperwork for town ownership on the TMHD vehicles.

3. Medical Advisor Job Description

Condon requested that Brault forward the medical advisor job description to him and the Board as soon as possible for review. The Human Resources Director, town attorney, the L & A Sub-Committee, and Town Council will need to review and approve also.

4. Food Ordinance Draft

Brault discussed the proposed town food ordinance. A draft will be forwarded to Board members before the next Board meeting to allow them time to review it. Brault suggested that language be added to the ordinance requiring food operator training, such as ServSafe training if a food service fails food service inspections. Members were in agreement. Kellogg suggested that this training may be required for operators of establishments that fail two food service inspections in a year. Brault agreed to provide additional information to Board members for consideration and possible inclusion in the proposed ordinance.

G. New Business

1. Board of Health Meeting Dates

A MOTION was made by Fuchs, seconded by Condon to approve the 2016 Board of Health meeting dates. MOTION CARRIED UNANIMOUSLY.

2. Public Health Preparedness, Mutual Aid Agreement

Members reviewed Trumbull and Stratford's, "Memorandums of Understanding, Mutual Aid for Surge Capacity and Public Health Preparedness," template/draft documents. Kellogg noted that language needs to be added to the contract and that he would review it with Brault. We should have a three way agreement between our three towns.

3. Sacred Heart University, Clinical Experience Agreement

Members discussed the proposed contract between Sacred Heart University and the Monroe Health Department. Brault is seeking a nursing student to assist the Department with flu clinics and/or with the department's blood pressure screening program. Kellogg suggested that we develop criteria for student clinical work with the Health Department, identifying exactly what students are allowed to do.

Fuchs suggested that the language include something regarding prohibiting care that would be invasive and prohibiting students from being alone with patients. Members agreed to review the contract since HIPPA information may need to be added. Brault advised that similarly, our health department employees are required to sign privacy statements. Condon also noted that the contract may need to specify intellectual property rights.

Condon suggested that the health department may establish a relationship with the college, allowing free training for Health Department staff in exchange for providing intern training/work experiences at the department. Members agreed that it takes a lot of time to train and provide work experiences for interns. This is especially true for a small department like ours.

4. Monroe Vaccine Clinic

Brault informed the Board that planning for the Child Vaccine Clinic is underway. We have the equipment, the space, and are working on developing Standard Operating Procedures as well as other required documentation for establishing the clinic. Brault presented a Memo to the Board, dated 12/30/15 “Goals for Vaccination Program Launch,” outlining steps and completion dates. She indicated that the clinic will operate by appointment only. Members discussed community outreach. Brault requested formal approval by the Board to move ahead with the establishment of the clinic in the Monroe Town Hall. Kellogg requested that Brault prepare a Memo outlining the administration fees for Board approval and possibly Town Council approval.

A MOTION was made by Fuchs, seconded by Condon for Brault to move forward in establishing a Childhood Vaccine Clinic in the Monroe Town Hall. MOTION CARRIED UNANIMOUSLY.

H. Adjournment

A MOTION was made by Condon, seconded by Fuchs to adjourn at 9:45 pm. MOTION CARRIED UNANIMOUSLY.

Respectfully Submitted,

Nancy Carol Brault, MPH, RS
Director of Health

REVIEWED AND APPROVED BY THE BOARD 2/2/16