



**Monroe Health Department**  
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**APPROVED**

**MONROE BOARD OF HEALTH MINUTES**  
**Monroe, Connecticut**

**February 2, 2016**

**Present:** Dennis Condon, Chairman, Nicole Lieto, Vice Chairwoman, Eileen Fuchs, Secretary, Nancy Brault, Director of Health

**Also Present:** Ken Kellogg, Town Council Liaison, Heather Henning, Public Health Nurse, Barbara Krajewski, Administrative Assistant

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

**B. Public Participation: None**

**C. Approval of minutes of January 5, 2016**

A MOTION was made by Fuchs, seconded by Lieto to accept the draft Minutes of January 5, 2016. MOTION CARRIED UNANIMOUSLY.

**D. Director of Health's Reports**

Brault presented the Director of Health's Monthly Report to the membership. She discussed activities related to the Mass Dispensing Area -12 Annual Meeting and disaster preparedness activities.

Brault indicated that she met with the First Selectman and received approval to form a new "Social Services Committee" of town department managers from Park and Recreation, Senior Center/ Social Services, Library, Board of Education, etc. with the goal to collaborate on community programs and to promote cost savings in the town. Brault discussed the idea of a town-wide, non competitive, walking event and noted that members of the Social Services Committee fully support the initiative. She also indicated that this activity dovetailed with regional community health improvement planning initiatives. The Board discussed the walking event and suggested Brault look into the risk assessment and legal liability/responsibility for such an event. Members looked forward to receiving additional information.

Brault handed out a Monroe community stakeholder list to the Board and requested their input to identify additional community members that would support or be interested in participating in community-based activities such as walking events. Condon suggested adding Chamber of Commerce and reviewing Monroe Rotary phone book for listing of community organizations.

Brault reviewed Health Department Press Releases with the membership concerning: the Zika Virus, Radon, and a Monroe Health Department/Services Provided article. Condon requested that Brault include in future Director of Health Reports, a column listing Department Press Releases.

## **E. Grant Status**

### **1. Disaster Preparedness**

Brault informed the Board that a lot of work has been completed on the Monroe Public Health Emergency Preparedness Plan to extract the town of Trumbull's emergency response activities that were included in the former District plan. The revision work is ongoing.

### **2. Emergency Preparedness Grant**

Brault reported that she is attending trainings and meetings as part of the deliverables for the preparedness grant. She recently attended a Lean, Six Sigma training, as well as Introduction to Project Management for Emergency Preparedness training. Kellogg discussed details concerning these initiatives and noted that these programs were supported through Disaster Preparedness funds.

### **3. Lead Poisoning Grant**

Brault discussed the grant in detail and suggested changes to the grant application deliverables and the focus. She had discussed changes with the DPH and they supported the new direction of the grant; it is a better fit for our community. Currently the focus is on code enforcement to address lead based, peeling paint in single family homes. She suggested that the grant address informing/educating renovator contractors that conduct renovation work on pre 1978 homes to obtain RRP Certification. The education and certification process basically educates workers on how to work safely with lead based paints via the RRP training and Certification program. She would like to work with the Building Department to promote this initiative. Members had concerns regarding how to respond to renovator contractors that are not RRP certified. What is the Health Department's responsibility? Brault agreed to contact the DPH to acquire additional information and bring it back to the Board for approval.

## **F. Unfinished Business**

### **1. Monroe Vaccine Clinic Status**

Brault introduced Henning to the Board and thanked her for her hard work to make the clinic a reality. She advised the Board that we are one month ahead of schedule in establishing a clinic. The State Health Department is scheduled to conduct an on-site inspection tomorrow to review/approve the clinic for operation. The next steps are Board approval and ordering vaccine.

Henning provided an overview of the proposed Monroe Vaccine Clinic and answered board member questions regarding the clinic site and activities, vaccine expiration concerns, reporting adverse reactions, appointment scheduling, medical advisor sign-off, SOP's, vaccine administration fees, etc. The Board requested that Henning prepare a fee

schedule for the next Board Meeting. Kellogg noted that fees should cover the cost of the clinic. Moreover, if clinic services are offered to other department staff or volunteers, the activity needs to be noted in next year's Health Department budget.

Board members discussed at length, expanding the clinic to include servicing adults. Henning recommended that services be expanded since the Health Department would be able to offer vaccine for town employees and volunteers, as well as area businesses that have already questioned the availability of Rabies Pre Exposure and Hepatitis B vaccines for their employees. She advised that Michael O'Reilly, the Health Department's Medical Advisor fully supports the idea.

Condon suggested that additional services provided by the Health Department may be provided to the public via a sign up sheet at the clinic.

A MOTION was made by Fuchs, seconded by Lieto to expand Monroe Vaccine Clinic services to include adults. MOTION CARRIED UNANIMOUSLY.

**2. Health Department Budget Status**

Brault reported that she attended a budget meeting with finance department members and the First Selectman to review the Health Department Budget. The meeting went well with only a few minor changes to the budget. She also noted that she was advised that funds for accreditation will not be placed in a special account but will be available upon request since the first payment/installment in the application fee process is relatively small and that town funds are available.

**3. Medical Director Job Description Status**

Brault provided Board members with a copy of the job description/procedure for the medical advisor position and a contract template. Members discussed the real need for a contract, when a memorandum of understanding might be better. In addition to the Medical Director job description and or memo of understanding, special attention must be given to the stipend statement, since the current Medical Director has agreed to perform functions Pro Bono. Kellogg and Condon requested that Brault move forward and have prepared a job description for the Medical Director via the Human Resources Director.

**4. Food Ordinance Draft**

Brault distributed the proposed Food Ordinance draft to the Board. Members discussed the qualified food operator recertification requirement as proposed. She stressed the need for recertification training for managers of food service establishments. Currently, the Public Health Code notes that food operator's for class III and IV food service establishments need only attend one training and pass an exam to operate a food service operation. No further training or recertification is ever required, even though all qualified food operator training programs require refresher training; every food operator certificate

has an expiration date. Brault discussed the need for operators to be current on food handling and food safety practices rather than requiring training only if food service establishments fail a series of routine inspections. Fuchs supported the idea but questioned language related to posting of certifications and operator's being registered with the Director of Health. Kellogg requested additional information concerning other similar initiatives in the State as well as FDA requirements.

Brault reported that food service licenses expire on March 31<sup>st</sup>. Krajewski noted that the date was changed by the Trumbull Monroe Health District in response to the increased, seasonal administrative work load. Members discussed the possibility of changing the food service license expiration date to June 30<sup>th</sup>. Brault will schedule a Special Board Meeting to review the Food Ordinance draft and discuss the food service licensing in detail later this month.

Kellogg also discussed the need to work with the Police Department to develop an itinerant vending process for vendor background checks. Brault agreed to contact Stratford Health Department to determine how the process works for itinerant vending in the town.

**5. Public Health Preparedness, Mutual Aid Agreement**

Kellogg forwarded email with agreement to Brault and Condon. No further action has been taken.

**6. Sacred Heart University, Clinical Experience Agreement**

Kellogg provided Brault and the membership with a copy of an Affiliation Agreement/Training Programs document. Brault agreed to review and revise.

**7. Health Department Proposed Fee Schedule**

Brault provided the Board with a 2016-2017, proposed Health Department Fee Schedule. The Board also received a fee schedule comparison chart noting other area health department fees. Kellogg suggested that temporary event, nonprofit organization permit fees, should be based on menu items and food hazard risk rather than charging the same fee for all. Food application reviews and inspections are much more involved if menu items are higher risk, such as a hamburger cooking and handling, as compared to popcorn preparation.

**G. New Business**

**1. IT (File Maker Pro and Software Review)**

Brault advised the membership that she and Condon met with the Jack Zmary, Director of Information and Technology (IT) to discuss health department software needs and laptops. Zmary suggested that the department may be able to use Google for software applications on department laptops rather than File Maker Pro. Brault then met with Theresa Coleman from IT to review in detail, Health Department data collection requirements. Coleman advised that Google software is not sophisticated enough to address department needs.

Condon advised Brault to move forward with purchasing the laptops and File Maker Pro.

**2. Zika Virus Update**

Brault provided an update on the Zika Virus. She reported that a Press Release was sent to the Monroe Courier and Eyes on Monroe.

**3. Town of Monroe, Ancillary Staff Meeting**

Brault reported that the “Social Services/Ancillary Staff Meeting” is scheduled on Thursday, February 4, 2016 at 3:00 pm for committee members.

**H. Adjournment**

A MOTION was made by Condon, seconded by Fuchs to adjourn at 10:30 pm. MOTION CARRIED UNANIMOUSLY.

Respectfully submitted,

Nancy Carol Brault, MPH, RS  
Director of Health