



Monroe Health Department
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APPROVED

MONROE BOARD OF HEALTH MINUTES
Monroe, Connecticut

April 5, 2016

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

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

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

B. Public Participation: None

C. Approval of Minutes of March 1, 2016

A MOTION was made by Lieto, seconded by Condon to accept the draft Minutes of March 1, 2016. MOTION CARRIED UNANIMOUSLY.

D. Director of Health's Report

Brault provided members with copies of the Director's Report. She provided updates regarding department grant status, community health activities, environmental health inspection status, disease surveillance and environmental health services work completed. Condon suggested adding columns to the Environmental Health Services' Activity Report, indicating activities completed, month to month data, and projected as noted in the department budget. Kellogg suggested highlighting any areas of concern that needed discussion.

Krajewski provided an update on food service establishment license renewals. All applications and fees have been received except for two. Brault advised that she will follow up this week with the operators to address outstanding permitting requirements.

Members discussed prorating in regard to the Monroe Health Department Fee Schedule. Fuchs stated that she supports prorating these fees, especially when application for licenses are close to the next licensing period. However, members discussed the process in detail and it was agreed to continue the current policy because without a hard cutoff date the health department would need to calculate fees for every application received. Moreover, the fees are not exuberant in relation to the cost of opening a new business, and establishments should plan for this cost before they open. Brault indicated that prospective operators are advised that when they apply for licensure

that fees are not prorated. She agreed to add a written notice to the food service plan review packet.

The membership also discussed the itinerant vendor, permitting and approval process. Kellogg advised that the process must be clear for our customers; they need to know the process. Brault noted that a packet/brochure will be prepared for the vendors and the process will be clearly spelled out. Kellogg also suggested that a template letter be prepared for operators to use to request licensure.

Condon advised that he received feedback from the Town Council concerning the Director of Health. The format of the health department budget as well as her presentation before the Council was very good. The Board Members thanked her.

Brault reported that she conducted a home inspection via the "Putting on Airs" program to identify and prevent asthma triggers in a home occupied by an asthmatic child. She indicated that Heather Henning, health department nurse, gave a presentation for the Monroe School Nurses to promote the program. The meeting went well and information/referral materials were forwarded to the Board of Education. Condon suggested adding these home visits to the Health Services Activity Report to monitor inspection activity.

E. Grant Status

1. Preventive Health and Health Services Block Grant

Brault discussed the Preventive Health and Health Services Block Grant and stated that the grant is going well. We recently completed a blood pressure screening clinic at the Edith Wheeler Memorial Library. This month we will be offering screenings at the Monroe Food Pantry and at the Housing Authority. Krajewski is preparing a report on participant demographic information which will be submitted to the Department of Public Health (DPH) within the next week or so.

Fuchs and the membership discussed details concerning blood pressure equipment. Brault indicated that blood pressure cuffs are scheduled to be ordered this month to support grant and emergency preparedness needs.

2. Emergency Preparedness Grant

Brault submitted deliverables for the grant which included a Memorandum of Understanding between Stratford and Monroe Health Departments, and the Monroe Emergency Contact List to the DPH.

Kellogg discussed the DPH request for support concerning their application for funding from the CDC. Brault advised that she prepared and forwarded a letter of concurrence to the DPH, supporting the DPH application for CDC Disaster Preparedness Grant funding.

3. Lead Poisoning Prevention Grant

Brault reported that work is ongoing. Renovator contractors have been send letters advising of the required RRP (Renovator, Repair and Painting) certification and that a training class is being offered by the Town of Stratford. This training notice is also posted on the Health Department website. This notice/letter will be part of the Monroe Building Department's Permitting Packet.

F. Unfinished Business

1. Food Ordinance Draft

The membership reviewed the Monroe Food Ordinance draft. Brault will submit the final draft to the membership this month.

Kellogg advised that we need to also address and revise section 305 in the town ordinance concerning references to the Public Health Code. Brault will review.

2. Health Department Proposed Fee Schedule

Members reviewed the Proposed Monroe Health Department, 2016-2017 Fee Schedule. The fees are approved by the membership.

A MOTION was made by Lieto, seconded by Fuchs to accept the Proposed Health Department Fee Schedule with minor edits to the schedule format. MOTION CARRIED UNANIMOUSLY.

Kellogg requested that Brault prepare a Memo and forward a request to the Town Council for review and approval of the Health Department 2016-2017 Fee Schedule.

G. New Business

Brault discussed revisions to the Health Department website and requested that the membership review and provided feedback concerning content and ease of use.

Kellogg suggested that Brault prepare draft Pool Ordinance for next month's Board Meeting.

H. Adjournment

A MOTION was made by Fuchs, seconded by Brault to adjourn at 10:40 pm. MOTION CARRIED UNANIMOUSLY.

Respectfully submitted,



Nancy Carol Brault, MPH, RS
Director of Health