



Monroe Health Department
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APPROVED

MONROE BOARD OF HEALTH MINUTES
Monroe, Connecticut

May 3, 2016

Present: Dennis Condon, Chairman, Nicole Lieto, Vice Chairwoman,
Nadine Rooney, Nancy Brault, Director of Health

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

Absent: Eileen Fuchs, Secretary

A. The meeting was called to order: 7:07 pm

B. Public Participation: None

C. Approval of Minutes of April 5, 2016

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

Condon provided an official welcome to our new Board Member, Nadine Rooney. Board members introduced themselves and gave a brief introduction. Krajewski provided the membership with a revised Board of Health Member list.

D. Director of Health's Report

Brault provided members with copies of the Director's Report and provided the following update:

1. She participated in the State-wide emergency preparedness drill at the Stamford, point of dispensing area. She advised that the exercise went very well and that it was a valuable experience for emergency planning and readiness.
2. The first Regional Community Health Needs Assessment public meeting is forth coming. She reminded Board members to attend the key community member meeting on May 6, 2016 or the general public meeting on May 16, 2016. These meetings are "working meetings" to establish public health planning goals for the Regional Community Health Improvement Plan (planning activities include the Town of Monroe).

3. Purchasing accounts have been set up with vaccine suppliers: GlaxoSmithKline, VaxServe and Moore Medical. Vaccines have been ordered for our seasonal flu clinics this fall.
4. She attended the DEEP (Department of Energy and Environmental Protection) Air Quality Alerts information program and provided the Board with an overview of EPA's revised air quality standards regarding ozone. The "8-hour Standard" was lowered from 75 ppb to 70 ppb. Based on the science, the 2008 standard was not adequate to protect public health. This change will result in reports of more unhealthy air days, but will inform the public that unusually sensitive people should consider restricting outdoor exposures. The good news is that per DEEP, CT air quality has improved over the years.
5. Brault discussed with the Board the need to provide better public access to septic As-Builts and Well Completion Reports through the Town or Health Department websites. She met with Theresa Coleman from the IT Department last month and a second meeting is scheduled for the end of May to discuss linking records with the Town's GIS system. A hand out of a GIS record was distributed to the Board for reference. She noted that the Health Department receives 25-30 calls and requests for copies of As-Builts per week. An online source for public access would be a tremendous time savings for department staff as well as property owners that need to visit town hall to obtain copies of these reports. Board members supported the initiative. Condon and Kellogg agreed that this would be very helpful to the community and would fit in well with the GIS system initiative. Members suggested that Brault prepare a Press Release and postings to advertise new public access to these documents.
6. Brault worked with staff to identify individual work goals for this year. The goals include further development of department databases, promoting Monroe flu clinics, conducting a review of subsurface disposal systems on RT 25 and 111 properties to evaluate possible sewage disposal issues, and to promote partnerships in the community with organizations like the Clergy Association. Copies of the goal sheets were provided to the Board.

The membership discussed the subsurface review of RT 25 and 111 properties and supported the idea. Both of these streets are very congested with commercial buildings and strip malls with little room for septic system repairs. Moreover, public sewers are not available as an option for repair. Since a number of septic systems have failed in the recent past we may need to plan for future action. Brault advised Condon that a plan of action will be provided to the Board for next steps.

7. Brault presented the Board with a copy of the new Health Department Work Activity Report. She informed the members that work activity does not directly correlate with the Fee Schedule because work is not necessarily completed in the month that fees are paid. Moreover, multiple inspections/reviews are completed and are not listed on the report. Some work inspections, such as complaints are on the work report but are not fee based. Condon requested that this report be expanded as a monthly run rate to identify work trends.
8. Brault reported on Aquarion's Water Quality Report and discussed findings (Monroe's water supplier). The average lead result of 2 ppb is in compliance with EPA regulations. She also noted that the Department of Public Health, Drinking Water Section recognized Aquarion for their outstanding contributions to the health and safety of the state's drinking water. Though the water reports are excellent, Brault is planning to meet with the Superintendent of Schools to discuss water testing in Monroe schools.

9. Brault discussed a grant opportunity with the membership, “Cross-Jurisdictional Sharing Initiatives” through the Robert Wood Johnson Foundation. She proposed working with Trumbull on a collaborative effort that would benefit both towns, maybe a disaster preparedness initiative. The members supported the idea. Brault will contact the Trumbull Director of Health to discuss. Condon also suggested that Brault contact the Town of Easton.

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 blood pressure screening clinics at the Monroe Housing Authority, Fairway Acres. Two other screenings were held at the Monroe Food Pantry. The second phase of the blood pressure screening program is forth coming and includes six, two hour trainings.

The Monroe Human Resources Director, Catherine Lombardi recently organized a Biometric screening event in conjunction with CIGNA for town employees. The health department is following up with blood pressure screenings. Brault wanted to recognize Ms. Lombardi for all her work and efforts to promote wellness on behalf of town employees.

2. Emergency Preparedness Grant

Brault participated in the April 14th State-Wide Emergency Preparedness Drill that was held in Stamford. All current deliverables have been forwarded to the DPH under the grant. Currently, planning for the Zika virus response is underway. Kellogg noted that he attended an ESF 8 meeting where it was reported that some State disaster funds, \$10,000 are going to be used on purchasing larvacide and educational brochures which will be available to the towns in our region. The educational focus is on cleaning up items that can hold water.

3. Lead Poisoning Prevention Grant

Brault advised that reminder letters were sent to renovator contractors who worked on pre 1978 housing, since this past July. Renovator contractors must be certified per the RRP (Renovator, Repair and Painting) rule. A reminder letter was also developed and is now included in the Building Department Permitting packet which is provided to all remodeling contractor applicants.

F. Unfinished Business

1. Food Ordinance Draft

The membership reviewed the revisions on the Monroe Food Ordinance draft. A few edits were suggested and approved by the membership.

A MOTION was made by Condon, seconded by Lieto to approve the proposed Monroe Food Ordinance and to forward to the Legislative and Administrative Review Committee for review. MOTION CARRIED UNANIMOUSLY.

2. Health Department Proposed Fee Schedule

Members reviewed the proposed Monroe Health Department, Fee Schedule. Kellogg suggested changing the Non-Profit Temporary Events Class I & II fee from \$15.00 to \$5.00 because some

temporary food event booths promote and focus on youth participation in small business ventures. The \$15.00 fee might be more than what they receive in income.

Brault also suggested that the Fee Schedule be revised to remove the fiscal year interval (2016-2017) restriction, and just add the adoption date. The schedule could be extended into the next fiscal year if fees are not raised or changed.

A MOTION was made by Brault, seconded by Condon to accept the Proposed Health Department Fee Schedule with minor edits. MOTION CARRIED UNANIMOUSLY.

3. Monroe Wellness Committee Event

The Monroe Wellness Committee met this past week and has planned a walking event on June 24th at Wolfe Park. Brault noted that she is in the process of expanding the Committee's membership to promote other wellness-based programs in Monroe.

4. Medical Advisor Agreement

Kellogg agreed to provide information at next month's meeting.

G. New Business

1. Public Pool Ordinance Draft

Brault informed the members that the pool ordinance needs more work and will provide a second draft for next month's meeting. She handed out a rough draft for review. She also provided the members with a draft copy of the pool inspection form. Lieto and the membership discussed the pool inspection form as well as public pool sanitary requirements under the CT Public Health Code.

2. New Food Service Establishment Licensing Fee, Grace Period

The membership discussed the need for licensing fees to be waived or a grace period provided for new establishments that open within two months before the annual licensing period. Brault distributed a comparison chart with area health department policies related to new establishment licensing fee wave/grace period. Kellogg noted that the goal is to establish a fee waiver policy for new food service establishments to ensure that fees are balanced and affordable for new businesses. After considerable discussion the members decided that the license fee for a new food service establishment shall be waived if within 2 months prior to the license renewal date.

A MOTION was made by Rooney, seconded by Condon to allow the health department to provide all new food service establishments that open between and including February 1 and March 31 of each calendar year, a waiver of the Monroe food service license fee, which expires on March 31. A renewal application must be filled out, and licensing fees paid, for the next licensing year, April 1 – March 31. MOTION CARRIED UNANIMOUSLY.

Condon requested that Brault prepare a "New Food Service Establishment License, Fee Policy" for the department as discussed.

In keeping with this new policy the Board also discussed the refund of new food service establishment licenses for those that opened in February and March 2016.

A MOTION was made by Condon, seconded by Lieto to refund any initial license fee for new food service establishments that opened between February and March 2016. MOTION CARRIED UNANIMOUSLY.

Members discussed town ordinance, Chapter 305 Health and Sanitation, which needs revision to be consistent with related new proposed ordinances.

A MOTION was made by Lieto, seconded by Rooney to approve revision of Chapter 305. MOTION CARRIED UNANIMOUSLY.

3. Policy and Procedure Manual Development – Establish Goals

Brault discussed the need for the Board to develop a department strategic plan and policies. Kellogg noted that we must identify where we are and plan where we should be. Brault noted that the department is providing the 10 Essential Services and developing procedures and processes per accreditation standards. She suggested that when the ordinances are completed, the Board work on a strategic plan or comprehensive goals for the department.

Copies of proposed department policy/procedure templates were distributed to the membership. Brault suggested to the Board that she begin the process of establishing formal work procedures in a template which is approved by the Board. Some work procedures have been established for the department but they need to be standardized in a template. Kellogg noted that this is needed as part of department accreditation. He suggested that Brault contact the Stratford Health Department for examples.

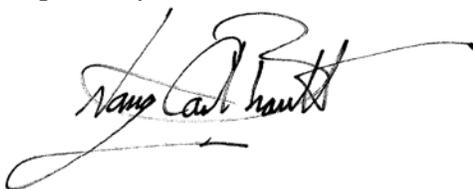
H. New Board Member Orientation

Kellogg provided new Board member, Nadine Rooney with training/orientation online information. Brault agreed to research training opportunities for the Board regarding Freedom of Information.

I. Adjournment

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

Respectfully submitted,



Nancy Carol Brault, MPH, RS
Director of Health