



Monroe Health Department
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APPROVED

MONROE BOARD OF HEALTH MINUTES
Monroe, Connecticut

June 7, 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: Nicolle Lieto, Vice Chair, Nadine Rooney

A. The meeting was called to order: 7:03 pm

B. Public Participation: None

C. Approval of Minutes of May 3, 2016

A MOTION was made by Condon, seconded by Brault to accept the draft Minutes of the May 3, 2016. In favor: Condon and Brault. Abstention: Fuchs.

Brault requested that two additional items be added to the agenda under New Business, a review of a Memorandum of Understanding request from the Town of Trumbull, and an Executive Session for the purpose of discussing personnel performance.

A MOTION was made by Fuchs, seconded by Condon to add to the agenda, Memorandum of Understanding request from the Town of Trumbull, and to add an Executive Session for the purpose of discussing personnel performance.

MOTION CARRIED UNANIMOUSLY.

D. Director of Health's Report

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

Brault discussed the Health Department web page and advised that work continues to build the site. Recently, information was posted on the Zika Virus, remodeler/renovator and food service education and training resources. In addition, Brault is working with IT to discuss imbedding YouTube videos and slide presentations on the website. She also discussed the addition of a department Face Book page with a link with the department website. In the future, she suggested a separate town linked website that could better showcase department

initiatives, serve as a primary source of public health education for residents, and to connect with work/application functions. She received support from the membership to further develop the Health Department web page with the addition of a Face Book page.

Brault attended a meeting with Jack Zmary from the Board of Education along with custodial staff to discuss the “Tools for School” program. She discussed sources of mold and other contaminants that need to be prevented and/or controlled. The “Tools for Schools Program” is a great place to start. The maintenance staff indicated that the schools are not connected to this program; monitoring and repair is addressed directly by the maintenance staff. Brault also discussed collecting water samples in the schools for lead. Zmary suggested water testing this summer.

The membership discussed the current status of the department budget. Brault reported that costs associated with startup supplies and equipment is now properly allocated via Finance to the proper department line item. She noted that the office supply line item is \$200 over budget and the Finance Department may tack on copy paper costs (value unknown). Kellogg advised reducing the office line item with a transfer of funds. This can be accomplished through an approval process through the Town Council. Brault suggested the transfer of \$2,500 from Consultant Fee line item to the Health Department Office Expense line item. The membership agreed. Brault will forward a request to the First Selectman and Finance Department for review and approval by the Town Council.

Krajewski and Brault discussed the “Monroe Walks” initiative to be conducted as part of the June 24th Park and Recreation concert event. Brault noted that Krajewski did a wonderful job designing the passbook/materials for the program.

E. Grant Status

1. Preventive Health and Health Services Block Grant

Brault discussed the department’s High Blood Pressure Screening/Education Program which is being held on Wednesday evenings (6 sessions) at the Monroe Town Hall Annex. Our speakers include volunteers from Griffin Hospital, Bridgeport Hospital, Monroe Walgreen’s Pharmacy and a Monroe Naturopath. Fourteen people have registered for the series of classes. Brault also advised that Walgreens has agreed to sponsor the Health Department by donating 10 blood pressure cuffs for participants in the training (per program design, participants who attend all six sessions will receive a free blood pressure monitoring kit). Condon requested that Walgreens receive a letter from the Board of Health, thanking them for their contribution. Brault agreed to draft the letter.

2. Emergency Preparedness Grant – Funding

Brault reported that the Department of Public Health had leftover monies from emergency preparedness funding which would be used for Zika educational materials and mosquito dunks in Region 1. Brault solicited input from the Board on educational material and mosquito larvicide dunk distribution. A Press Release will be prepared, posters and handouts will be provided to the library, food pantry, etc. Larvicide will be distributed to the public upon request. Brault agreed to prepare a notice to accompany the mosquito dunk larvicide, advising safe handling. Condon suggested labeling

materials with the Town of Monroe Health Department contact information. Brault also informed members that we may be receiving educational door hangers from the Department of Public Health. Kellogg indicated that public education; via the door to door distribution of a door hanger flyer does not seem warranted. However, he noted that the Medical Reserve Core may be called upon to help if needed. Brault and the membership discussed resources needed to accomplish this task. Kellogg suggested adding a link to the department web page, soliciting new Medical Reserve volunteers.

3. Lead Poisoning Prevention Grant

The Health Department is in the process of preparing an education display at the Edith Wheeler Public Library and to issue a Press Release concerning the hazards of lead paints and childhood lead poisoning.

Brault discussed the opportunity for the department to obtain a nursing intern from Sacred Heart University that can assist with this initiative. She requested that the Board consider allowing the department to sign an agreement with Sacred Heart University, allowing this student to intern with the Monroe Health Department. Moreover, she noted that it would be beneficial if the department continued to enlist students to support additional programs. Condon indicated that this would be beneficial not only to the department but also to student careers, and the university. Fuchs had concerns regarding patient record privacy issues. Brault indicated that this intern would not have access to medical records or be involved with direct patient care.

A MOTION was made by Condon, seconded by Fuchs to secure an intern from Sacred Heart University to assist the Monroe Health Department in programs such as public health programming, education, and outreach.

MOTION CARRIED UNANIMOUSLY.

F. Unfinished Business

1. Food Ordinance Review

Brault provided an overview and requested minor revisions to the proposed Town of Monroe Food Ordinance. She explained that the proposed ordinance needs to be tweaked to come in line with the code enforcement process of the department. She provided the membership with a flow diagram of the food service code enforcement process. Kellogg agreed to forward the revised draft food ordinance to the Committee on Legislative and Administrative Matters for review.

A MOTION was made by Condon, seconded by Fuchs to approve the draft food ordinance with minor revisions as discussed and presented.

MOTION CARRIED UNANIMOUSLY

2. Public Pool Ordinance Draft

Brault reported that she is still working on the first draft and that follow up was forthcoming.

3. Health Department Proposed Fee Schedule

Kellogg advised that the proposed Health Department Fee Schedule needed to be revised to remove nonprofit organization licensing fees because the current Monroe ordinance indicates that there are no licensing fees for nonprofit organizations. When this ordinance is replaced with the new proposed food ordinance then fees may be charged. Brault distributed a revised copy of the fee schedule to the membership with nonprofit licensing fees removed. The membership suggested a few minor additional changes. Kellogg requested that Brault forward a clean copy of the schedule to him so that the proposed Health Department Fee Schedule can be forwarded to the Town Council.

4. Medical Advisor Agreement

Kellogg noted that he completed a little more work on this agreement but was concerned that the document might be over reaching as part of a volunteer agreement. The membership discussed the type of agreement that might be needed as well as language to protect the town from liability. Kellogg noted that he will meet with members of the Committee on Legislative and Administrative Matters to obtain additional information.

A MOTION was made by Condon, seconded by Fuchs to request Kellogg move forward with seeking additional information from the Legislative and Administrative Committee concerning the Medical Health Advisor Agreement.

MOTION CARRIED UNANIMOUSLY.

5. Policy and Procedure Manual Template

Brault distributed copies of procedures to the membership for review. Members offered suggestions for layout and information required. Brault agreed to revise and present a draft document for the next Board meeting.

G. New Business

1. Posting Public Records online via GIS

Brault attended a meeting with Mark Goetz from MetroCog, Jack Zmary from IT, and others to discuss the public posing of Health Department records, As-Builts and Well Completion reports on line via the town's GIS system. The Health Department will be the "test department" to evaluate the process. She discussed the details of the meeting and that a scanner needed to be purchased, as well as software for about \$100 to electronically connect to the GIS system. Brault indicated that funds for these costs are not in the Health Department budget. Fuchs and Kellogg suggested that funding for this could be drawn from startup costs. Condon suggested that software funds might be paid for by IT.

A Motion made by Condon, seconded by Fuchs to approve funding for software and a scanner for use in the public posting of public records online using startup funds.

MOTION CARRIED UNANIMOUSLY.

2. Distribution of Insecticide – Mosquito Dunks

The membership discussed the distribution as noted in the Director's Report above.

3. File Maker Pro, Database Quality Assurance Review

Brault presented the Board with a Quality Assurance review document of the File Maker Complaint Database. She discussed the need for IT to add additional fields to the data base so the date tracking can be better accomplished. The members discussed the findings overall.

4. Itinerant Vending Customer Procedure

Brault indicated that this effort is in process but is currently being reviewed by the Planning and Zoning Commission. Follow up is forthcoming.

5. Memorandum of Understanding - the Town of Trumbull Health Department

Brault requested that the Board approve a request from the Trumbull Health Department seeking approval to enter into a "Memorandum of Understanding" agreement with the Town of Monroe Health Department. This agreement will address the needs of mutual aid, surge capacity, and public health preparedness. She advised that we currently have the same agreement and contract language with the Town of Stratford.

A MOTION was made by Condon, seconded by Fuchs to approve forwarding the Memorandum of Understanding agreement with the Town of Trumbull Health Department onto the Town Council for approval.

MOTION CARRIED UNANIMOUSLY.

6. A MOTION was made by Condon and Seconded by Fuchs to go into Executive Session for the purpose of discussing personnel performance.

MOTION CARRIED UNANIMOUSLY.

Time in executive session: 9:30 PM.

In executive session: Nancy Brault, Dennis Condon, Eileen Fuchs, and Nancy Brault.

Out of Executive Session: 9:55 PM.

H. Adjournment

A Motion was made by Condon and Seconded by Fuchs to adjourn at 9:55 PM.

MOTION CARRIED UNANIMOUSLY.

Respectfully submitted,



Nancy Carol Brault, MPH, RS
Director of Health