



Monroe Health Department
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APPROVED

MONROE BOARD OF HEALTH MINUTES
Monroe, Connecticut

August 2, 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: 7:05 pm

B. Public Participation: None

C. Approval of Minutes of June 7, 2016

A MOTION was made by Condon, seconded by Fuchs to accept the draft Minutes of the June 7, 2016. MOTION CARRIED UNANIMOUSLY.

D. Director of Health's Report

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

Brault attended monthly conference calls with the DPH Office of Local Health where members discussed Opioid addiction in CT. She noted that the health department is planning a Monroe Public Forum to discuss addiction, prevention, and outreach resources this fall. The program will include our community partners, ADAM, C.A.R.E.S., the Monroe P.D., Social Services, and hopefully the Board of Education.

Brault advised that she will be participating in the upcoming public health preparedness mass fatality exercise event, schedule for October 24-28.

Kimberly Ploszaj from the DPH Lead and Healthy Homes Program visited the department to review our child lead case management process, lead grant deliverables, and suggested health department activities for the FY 2016-2017 grant application. The meeting went very well. The expected grant funding for Monroe is \$2,909. The Lead Grant application and deliverable list will be prepared for the next Board Meeting.

Brault attended the Monroe Legislative and Administrative Committee and Council meetings to obtain approval for Miluska Cirurlizza, a student from Sacred Heart University to complete an internship with the Monroe Health Department. Cirurlizza did a great job at preparing our library and Farmer's Market displays, as well as materials for the events. Kellogg suggested that Cirurlizza sign up for the Medical Reserve Corps. This will allow us to use her talents in the future.

Brault is attending weekly meetings with Monroe Land Use. The membership is working toward outlining steps of the permitting and review processes, noting where signoffs are required between the departments. This mapping process is the first step toward integrating each town department in the GIS work tracking system.

Brault informed the membership more than 90% of all routine food service establishment inspections were completed for the fiscal year 2015-16. She noted that the staff did an excellent job, given that work load/assignments needed to be adjusted and leveled out to address surges in work tasks. Currently, all routine food services are being completed.

Brault also reviewed the Environmental Health Services Report. The membership thanked her and staff for an excellent job in creating the report. The report lists work tasks by month, a percentage for variance to projection, and total projected for FY 2016-2017. The Board requested that Brault also create a revenue report with projections, similar to the police department report.

E. Grant Status

1. Preventive Health and Health Services Block Grant

Brault announced that this cycle of the grant is completed. Fourteen people attended our six week High Blood Pressure Screening/Education Program. Participants were given free blood pressure devices, donated by Walgreens. Thank you letters are to be sent to Walgreens, as well as speakers from Griffin Hospital and others that participated in the program.

2. Emergency Preparedness Grant – Funding

Brault reported that deliverables for this cycle are complete and have been submitted to the DPH.

3. Lead Poisoning Prevention Grant

The deliverables are complete and shall be forwarded to DPH this month. In September we will apply for and submit a new application for lead grant funding.

F. Unfinished Business

1. Food Ordinance (Legislative and Administrative Review Status)

Kellogg informed the membership that the new food ordinance was forwarded to the Legislative and Administrative Committee and they will review in September.

2. Public Pool Ordinance Draft

Members reviewed the proposed public pool draft ordinance. Brault will make revisions as discussed and will forward second draft onto Board Members for review.

3. Medical Advisor Agreement
Kellogg reported that the process is moving along and noted that he will meet with members of the Legislative and Administrative Committee once he gets more specifics.
4. Policy and Procedure Manual Template
Brault provided copies of the policy and procedure manual template. Board members approved the layout and directed Brault to move forward with it.
5. Itinerant Vending Customer Procedure
Brault reported that she met with the Police Chief John Salvatore. The police department regulates peddler and not itinerant vending operations per town ordinance. The Fire Marshal advised that he may inspect itinerant vehicles, and will get back to her. However, Planning and Zoning is still in the process of reviewing the requirements.

William Agresta, the Town Planner entered the meeting and advised that the zoning regulations needed to be developed and approved by the Planning and Zoning Commission before his department could allow itinerant vending in Monroe.

G. New Business

1. GIS, Health Department Pilot Program
Brault reported she is attending ongoing meetings with Monroe IT to discuss health department data collection, field inspections using tablet technology, online postings of as-built's and well completion reports using Laserfiche software and Monroe's GIS system. She provided an overview of the software, data collection methodology, reports generated, hardware and field inspection use as part of the proposed one year program. She requested that the Board change the September meeting to allow for a presentation by Jack Zmary on the proposed project. Kellogg suggested scheduling a Special Meeting just before the Board's regularly scheduled meeting. The membership approved.
2. Child Vaccine Fee Schedule
Members discussed the child vaccine administrative fee that should be charged by the health department clinic. The vaccine fee is free. Fees will be consistent with other area public clinics.

A MOTION was made by Fuchs, seconded by Brault to charge a twenty dollar (\$20) administrative fee.

MOTION CARRIED UNANIMOUSLY

3. Seasonal Flu Clinics
Brault reported that she had ongoing meeting with the Finance Department to discuss who will bill providers for flu vaccine. She advised that Finance has agreed to prepare a procedure for the Health Department on how to reconcile income from providers and

vaccine administered to individuals. The Health Department will be processing the billing.

Brault also noted that due to the lengthy process of determining who will do the billing, obtaining the National Provider Identification Number, and provider agreements, she may need assistance from Stratford Health Department to help with processing claims. The membership approved.

Brault also indicated that the cost for submitting the Medicare application is about \$500. Condon advised that this should be taken from start up costs, not from this year's budget.

H. Adjournment

A Motion was made by Fuchs and Seconded by Brault to adjourn at 9:05 pm.
MOTION CARRIED UNANIMOUSLY.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Nancy Carol Brault". The signature is stylized with a large, sweeping initial "N" and "C".

Nancy Carol Brault, MPH, RS
Director of Health

REVIEWED AND APPROVED BY THE BOARD, SEPTEMBER 6, 2016