



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

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

**September 6, 2016**

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

**Also Present:** Ken Kellogg, Town Council Liaison

**Absent:** None

**A. The meeting was called to order: 7:09 pm**

**B. Public Participation: None**

**C. Approval of Minutes of August 2, 2016**

A MOTION was made by Fuchs, seconded by Condon to accept the draft Minutes of the August 2, 2016 Meeting. MOTION CARRIED UNANIMOUSLY.

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

Brault distributed copies of the Director's Report for review. She highlighted a few items in the report. The Monroe Vaccine Clinic was now open. She distributed copied of the flyer and the Press Release. The Board of Education, local pediatricians, and day care center operators were sent letters advising them of the new service. She also indicated that information was posted on social media, FaceBook. She also encouraged the membership to logon since the health department is adding weekly articles of interest to the site.

Brault also discussed the fall flu vaccine clinic. She indicated that provider agreements are still not in order but would like to work with the Stratford Health Department to address the payment process dilemma. The membership discussed this issue at length. Brault indicated that she will be meeting with the Stratford, Director of Health this month and will get back to the Board to obtain approval.

The membership reviewed the Monroe Health Department Environmental Health Services Activity Report and requested that the "Variance to Projection" title be changed to "Current Performance to Projection" which is a better description of work being measured. Fuchs requested that a "Proposed Budget" column be added to the Monroe Health Department Revenue Report to compare actual revenue with budgeted revenue.

Brault advised the membership of the first human case of West Nile Virus this year. The patient, between the ages of 70-79 was from Milford and was hospitalized due to the infection.

#### **E. Grant Status**

1. Preventive Health and Health Services Block Grant  
Brault announced that this cycle of the grant is completed and the next series of blood pressures screenings will begin after the flu clinics this fall.
2. Emergency Preparedness Grant  
Brault reported that deliverables for this cycle are complete.
3. Lead Poisoning Prevention Grant  
The deliverables are complete for this past year. In the new funding period, commencing next month Brault indicated that she would like to work with the tax assessor's office to identify older homes in the community, pre 1978 and send property owners information concerning lead paint poisoning and lead safe work practices. She also indicated that next spring she plans to have a public health campaign focusing on lead safe work practices. The membership was supportive of the proposed educational focus of the lead grant funding.

#### **F. Unfinished Business**

1. Kellogg informed the membership that the Food Ordinance was passed to the Legislative and Administrative Review Committee for review.
2. The membership reviewed the revised Public Pool Ordinance draft. A few minor edits were noted and Brault indicated that she will correct and forward the updated document to Kellogg for Legislative and Administrative review.

A MOTION was made by Fuchs, seconded by Lieto to recommend and forward the revised Pool Ordinance draft onto the Monroe Legislative and Administrative Committee, and Monroe Town Council for review and approval.  
MOTION CARRIED UNANIMOUSLY.

Brault agreed to develop draft ordinances for Subsurface Sewage System Disposal Systems and Tattoo Salons. Kellogg indicated that it would be best if the proposed ordinances were presented to the Town Council at the same time to expedite the approval process. The membership was in agreement.

3. Medical Advisor Agreement  
Kellogg reported that the process is moving along and will meet with members of the Legislative and Administrative Committee this month.

4. Itinerant Vending Customer Procedure

Brault reported that the Planning and Zoning Commission is still in the process of reviewing itinerant vending in the town.

5. Water Testing in Monroe Public Schools

Brault advised the membership that drinking water samples were collected this past month from all of Monroe's public schools for lead testing. We are waiting for the results.

6. Child Vaccine Clinic

The Child Vaccine clinic is open and letters introducing the program and brochures were sent to and the Board of Education, local pediatricians, and day care center operators. She also indicated that information was posted on social media, FaceBook and a Press Release was published in the Monroe Courier.

Brault also discussed the need to provide at no cost, vaccine and vaccine administration services to those that are unable to pay as required under the State Vaccine Program. Board members discussed the issue at length and suggested that Brault obtain a form that is signed off on by the parent/patient that is in a hardship situation. Members suggested contacting Monroe Social Services or the Food Bank for information and forms.

A MOTION was made by Lieto, seconded by Rooney to provide at no cost, child vaccines provided by the State of Connecticut and the fee to administer the vaccine for those that have been identified as having a financial hardship, such as those referred by the Monroe Social Services Department.

MOTION CARRIED UNANIMOUSLY.

## **G. New Business**

1. GIS, Health Department Pilot Program

The membership supports the pilot program and Kellogg noted that he will advise the Town Council. Fuchs requested that since this effort is being financed through Health Department Start Up Funds, the dollar amount should be tracked and added to the Board of Health Agenda. Brault reported that the currently the fund balance is about \$30,000.

2. Timely response to Health Department Urgent Matters by the Board of Health.

Condon discussed the need to develop a process to enable the Board to act timely when Health Department issues come up between board meetings, such as a last minute grant submission approval. The membership agreed and the following guidelines were supported by the membership.

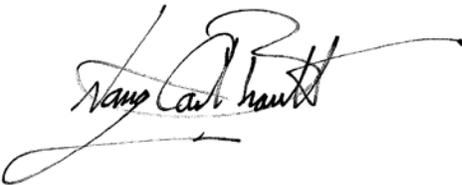
- a. No financial expenditures can be approved without a Board of Health Meeting.
- b. The board chairman will endeavor to contact each board of health member individually and obtain their opinion on the matter, "No group texting or calling" and determine if the issue can be discussed at the regular board meeting.

- c. The board chairman can make a decision that can be redacted during the next regular Board of Health Meeting by the membership.
3. Seasonal Flu Clinics  
Brault reported that we received our National Provider Identification Number and that she is working with providers and awaiting provider agreements. She also indicated that we received a partial shipment of flu vaccine.
4. Sacred Heart  
Brault discussed the development of an internship program with Sacred Heart University. She has contacted the university and is attempting to expand a program around the student internship experience and health department needs. The health department has a timetable for specific community health programs and therefore can plan to provide 2 student internships per year based on these program areas and students interest/capabilities. Brault is also working with Human Resources Department to develop a town document to clarify intern responsibilities.
5. NACCHO Grant Application Submission  
Brault advised the membership that she applied for funding through the National Association of County and City Health Officials, "NACCHO" to support consultant fees to develop a Health Department Strategic Plan and a Work Force Development Plan. She indicated that the grant is very competitive. We should be notified if we receive funding by October.

#### **H. Adjournment**

A Motion was made by Fuchs and seconded by Brault to adjourn at 8:30 pm.  
MOTION CARRIED UNANIMOUSLY.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Nancy Carol Brault", with a long horizontal flourish extending to the right.

Nancy Carol Brault, MPH, RS  
Director of Health

**REVIEWED AND APPROVED BY THE BOARD, OCTOBER 4, 2016**