



Monroe Health Department
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APPROVED

MONROE BOARD OF HEALTH MINUTES
Monroe, Connecticut

October 4, 2016

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

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

Absent: None

A. The meeting was called to order: 7:01 pm

Brault requested adding two additions to the agenda under New Business. Purchasing equipment for flu clinics, under item H4, and Community Health Assessment and Improvement Plan, under item H5.

A MOTION was made by Lieto, seconded by Fuchs to accept the addition of purchasing equipment for flu clinics under New Business, item H4. MOTION CARRIED UNANIMOUSLY.

A MOTION was made by Lieto, seconded by Fuchs to accept the addition of Community Health Assessment and Improvement Plan under New Business, item H5. MOTION CARRIED UNANIMOUSLY.

Condon requested an addition to the agenda, Director of Health's salary discussion to New Business item H6.

A MOTION was made by Condon, seconded by Fuchs to accept the addition of Director of Health's salary discussion to New Business item H6. MOTION CARRIED UNANIMOUSLY.

B. Public Participation: None

C. Approval of Minutes of Special and Regular Meetings, September 6, 2016

A MOTION was made by Fuchs, seconded by Lieto to accept the draft Minutes of the September 6, 2016 Special Meeting. MOTION CARRIED UNANIMOUSLY.

A MOTION was made by Fuchs, seconded by Lieto to accept the draft Minutes of the September 6, 2016 Regular 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, noting that she attended a meeting with Monroe town and community leaders to suggest planning and hosting an opioid addiction forum for Monroe and area town residents. The program will be moved to the spring to allow high school student involvement with a walking program to showcase the need for prevention. The focus of the form will be based on prevention.

Brault informed the members of the Monroe Health Fair on October 20, 2016 at Chalk Hill School. The Medical Reserve Core will attend and provide a "Know Your Numbers Campaign". The Health Department will provide flu shots and Griffin Hospital will participate by promoting breast health, among others.

The membership reviewed the Monroe Health Department Revenue Report and thanked Krajewski for a great report.

E. Grant Status

1. Preventive Health and Health Service Block Grant

Brault indicated that this is ongoing. After the flu clinic season is over the department will move forward again with the grant by conducting blood pressure screenings and training events for the community.

2. Emergency Preparedness Grant

Brault announced this is moving forward, and that the deliverables are in.

3. Lead Poisoning Prevention Grant

Brault completed and submitted the Lead Poisoning and Prevention Grant application to the CT Department of Public Health. We are expected to receive \$2,909. We are waiting for the award letter/contract to forward to Town Council for approval.

4. NACCHO Grant

Brault announced that NACCHO awarded the Health Department a \$6,000 grant to develop a department strategic plan and work force development plan. Brault advised the membership that these two plans along with the completed Community Health Assessment and Community Health Improvement Plan readies the department for PHAB accreditation. She also advised the membership that consultants are lined up to assist us in this process if approved by the Board. They are highly experienced and have assisted other health departments to become PHAB accredited. Condon requested that Brault forward a copy of consultant CVs to the Board for review.

F. Monroe Health Department – Start Up Fund Balance

Brault reported to the Board there \$35,183.91 is remaining in the Health Department's Start Up Fund.

G. Unfinished Business

1. Food Ordinance (L and A Review)

Kellogg reviewed a few small revisions proposed by the Legislative and Administrative Review Committee and the Director of Health concerning the proposed Food Ordinance. Board members agreed with changes as discussed.

2. Public Pool Ordinance

Kellogg informed the membership that the Public Pool Ordinance was still under review by the Legislative and Administrative Review Committee.

3. Medical Advisor Agreement (L and A Review)

Kellogg reported that the Legislative and Administrative Review Committee approved the changes and liked the MOU version of the agreement rather than the lengthy contract. We are now waiting to hear from the labor attorney.

4. Itinerant Vending Customer Procedure

Brault announced that we are waiting for the Planning & Zoning Commission to move forward on preparing an itinerant vending operation, approval process. Once this is developed Brault indicated that a written customer procedure will be developed outlining steps for permit approval.

5. Water Testing in Monroe Public Schools

Brault received test results on drinking water samples which were collected in Monroe's public schools. All samples are below the action level for lead content. Members discussed different ways of getting the good news advertised. Fuchs and Kellogg suggested contacting James Agostine, Superintendent of Schools to advertise via school network/news.

6. Seasonal Flu Clinic Provider Status and Vaccine Fee

Brault reported that we now have a provider agreement with Anthem Blue Cross Blue Shield. We are still waiting for a response from Cigna and we don't have a Medicare contract. As a backup plan, Brault advised that she met with the Stratford Director of Health and since the towns already have an MOU in place for mutual aid Stratford may be able to assist us.

Brault reviewed flu vaccine fee costs of area towns and requested that the Board vote on a fee vaccine fee for the 2016 flu season. There membership discussed vaccine fees and settled on (Quadrivalent \$30 per dose and High Dose, \$65. per dose).

A MOTION was made by Fuchs, seconded by Lieto to charge, Quadrivalent - \$30 per dose and High Dose - \$65 per dose. MOTION CARRIED UNANIMOUSLY.

7. Health Department Laserfiche/GIS Pilot Program Status

Brault advised that the meetings are on ongoing. Work has started on reviewing with IT health department forms.

H. New Business

1. State Health Department – Local Health Department Regionalization

Brault attended the CT Association of Directors of Health meeting. She noted that Commissioner Pino discussed the need and intent of the Department of Public Health to regionalize local health departments and districts in the State. The Board discussed their concerns and agreed that we need to keep monitoring the situation. Condon noted that the

proposed town contribution to the State to support public health is very expensive, 1-1.5% of the town budget.

2. Massage Ordinance Discussion

Brault provided Board members with a draft of the Massage Ordinance proposed by the Police Department. Kellogg announced there is still work to do on this. He would like the members to review the ordinance and bring it to the next board meeting since several sections are related to health. Brault provided Kellogg with CT State Statutes, and ordinances from other towns. Some originate from Police Departments and others, Health Departments. She indicated that some of the concerns that need to be addressed are establishment plan review, the approval process, license review, fees, and inspection. Lieto indicated that there were quite a few massage establishments in town that would need to be inspected.

3. Subsurface Sewage Disposal Ordinance

Brault announced that more work needs to be completed and is ongoing. She distributed a rough draft document for Board review.

4. Purchasing Equipment for Flu Clinics

Brault requested that she purchase a lap top with a card scanning device to use at Monroe's flu clinics. It could also be used to allow her to work from home. After further discussion the membership requested that Brault obtain a quote from IT for a lap top computer with a docking station and a portable copier.

5. Community Health Assessment & Improvement Plan

Brault discussed the regional Community Health Assessment and Health Improvement Plan, "2016 Fairfield County Community Wellbeing Index..." She indicated that this document was emailed to everyone, is on the Health Department website, and Face Book page. This information will help to guide us as part of the department strategic plan.

Krajewski left the meeting at 8:30 pm.

6. Director of Health Salary Discussion.

The membership discussed revising the director of health's contract or adding an agreement to the current contract for a pay increase. Brault agreed to forward this concern onto the Human Resources Director for review.

I. Adjournment

A Motion was made by Fuchs and seconded by Lieto to adjourn at 8:56 pm.
MOTION CARRIED UNANIMOUSLY.

Respectfully submitted,



Nancy Carol Brault, MPH, RS
Director of Health