



Monroe Health Department
7 Fan Hill Road, Monroe, CT 06468
Phone (203) 452-2818 – Fax (203) 452-2956

APPROVED

MONROE BOARD OF HEALTH MINUTES
Monroe, Connecticut

November 1, 2016

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

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

Absent: Eileen Fuchs

A. The meeting was called to order: 7:00 pm

B. Public Participation: None

C. Approval of Minutes of October 4, 2016

A MOTION was made by Condon, seconded by Brault to accept the draft Minutes of October 4, 2016. MOTION CARRIED UNANIMOUSLY.

D. Director of Health's Report

Brault reported participating in the CT Department of Public Health (DPH) Mass Fatality Management Training Conference (Family Assistance Center Operations) at Camp Hartell, Windsor Locks. Kellogg and Brault reviewed the training event which took place over 3 days and included a mock ordinance explosion on a train. Onsite trainings and activities included mass fatality management and operations, morgue overview, crime scene forensics, disaster victim identification, and family assistance center planning and operations.

Kellogg presented a segment at the training concerning "CT Family Assistance Center Planning and Operations". He discussed in further detail operations related to family assistance center planning, and providing a safe place for victims, as well as families/friends after a traumatic event.

Brault submitted "Notification of Drill" to DPH for the Health Department's Senior Center Flu Clinic Exercise to test the Monroe Health Department's mass dispensing operations and capabilities to demonstrate successful flu clinic set up and operation, partnership building with volunteers such as the Monroe CERT and regional MRC, as well as testing a communication system using Motorola radios.

*Board member Rooney entered meeting at 7:10 pm.

E. Grant Status

1. Preventive Health and Health Service Block Grant
Brault announced that the grant is ongoing and the Health Department will be announcing blood pressure screenings and training events for the community this month.
2. Emergency Preparedness Grant
Brault discussed emergency preparedness and deliverables as noted in her Director of Health Report.
3. Lead Poisoning Prevention Grant
The grant application for this year has been approved by the DPH and Brault is awaiting the contract. She reported that in the interim work has begun on the deliverables. Notices have been posted on the Health Department website and Facebook page concerning lead poisoning prevention in children, and RRP training for renovation contractors. Brault also plans to develop letters to send to primary care physicians advising of required child screenings, and to daycare centers concerning child lead poisoning prevention.
4. NACCHO Grant
The Health Department is waiting for the contract from NACCHO. Brault indicated that she is uncertain as to when the contract will be available.

F. Monroe Health Department – Start Up Fund Balance

Brault reported to the Board that there is \$33,510 remaining in the Health Department's Start Up Fund. This past month we received the last of the emergency preparedness supplies (jackets and vests) paid from this fund.

The membership reviewed a "Wholesale Computer" quote of \$1,506 for a Think Pad computer, mouse, and docking station for the health director's use. They approved the expenditure out of the department Start Up Fund.

A MOTION was made by Condon, seconded by Lieto to approve purchasing a Think Pad computer, optical mouse and docking station for \$1,506 out of Start Up Funds.

MOTION CARRIED UNANIMOUSLY.

G. Unfinished Business

1. Food Ordinance
Kellogg reported that the ordinance was reviewed by the Legislative and Administrative Review Committee and we are now waiting for the town attorney's opinion. The ordinance will be discussed at the next Town Council meeting on November 14th.
2. Public Pool Ordinance
Kellogg informed the membership the Public Pool Ordinance was reviewed by the Legislative and Administrative Review Committee on October 24th and moved to Town Council without changes. We are now waiting for the town attorney's opinion.

3. Medical Advisor Agreement

Kellogg reported that we are waiting to hear from the labor attorney concerning the contract. He requested that Brault follow up with Cathy Lombardi concerning the status.

4. Itinerant Vending Customer Procedure

Brault advised the Board that we are waiting for the Planning & Zoning Commission to approve an itinerant vending operation approval process. Condon requested that Brault prepare a draft guidance document for the public, outlining steps in the town's itinerant vendor approval process.

5. Seasonal Flu Clinic Report

Brault reported that we administered approximately 230 doses of flu vaccine during our seasonal flu clinics at the Board of Education, Monroe Wellness Fair, Town Hall and the Senior Center. We have approximately 30 doses left. Condon suggested setting up another clinic. Brault indicated that planning is in process.

Due to changes in health insurance providers Brault noted that we may not be able to provide vaccine to the Town of Monroe and Board of Education employees next year. She indicated that she would report back to the Board with the details.

6. Health Department Laserfiche/GIS Pilot Program Status

Brault advised she had a meeting with IT and that the program was on track as scheduled.

7. Massage Ordinance Discussion

Kellogg discussed the status of the draft ordinance with the membership. He indicated that he met with the Committee on Finance, Education, Health and Public Safety (FEHPS) and significant changes are being made to the draft. As part of the ordinance the Health and Police Departments would conduct inspections to ensure that the establishment is adhering to health and safety standards.

8. Subsurface Sewage Disposal Ordinance

Brault reported that no further work was completed on this ordinance in October due to the hectic schedule and work load of Monroe's flu clinics. Condon requested that Brault move forward next month with a draft.

H. New Business

1. Permitting Grace Period for Regulated Facilities

Brault indicated that she received a request from a prospective salon operator to waive license fees for new salons that open in mid year. Brault distributed copies of the May 3, 2016 Board Minutes to the membership outlining the current policy that allows a two month grace period for new food service establishments. Brault suggests extending this benefit to salon operations as well.

A MOTION was made by Brault, seconded by Lieto to allow the Health Department to provide all new salon operations that open between and including November 1 and December 31 of each calendar year, a waiver of the Monroe salon license fee, which expires on December 31. A renewal application must be filled out and licensing fees paid for the next licensing year, January 1 – December 31. MOTION CARRIED UNANIMOUSLY.

2. Health Department Draft Budget

Brault and the membership reviewed the draft budget. As part of the budget Brault discussed the need to obtain a per diem staff member because the department lacks the elasticity and capacity to respond to swings in department workloads. Two new housing subdivisions are currently in the planning stages with soil testing for septic systems on each (32 single family lots). An increase in commercial development on Main Street, Walmart, Cumberland Farms are all occurring at once. Condon provided suggestions for a budget and written report. He requested that a Special Meeting be scheduled on November 15th to discuss in detail the proposed health department budget and per diem request.

Brault also discussed the need to move current year budget line item funds into another line item to allow for per diem assistance this year. Members agreed to review this in further detail during the Special Meeting.

3. Reimbursement for Temporary Event Vendor Licenses

Brault indicated that a food vendor is requesting a refund for a temporary food service license/application for the Harvest Fest Wolfe Park event on October 22nd. This event was canceled due to inclement weather. She indicated that it was not the department policy to reimburse funds for canceled temporary events since these applications take staff time to review before the event. Condon and Kellogg suggested adding to the temporary food service license application - no fees will be refunded due to event cancelations.

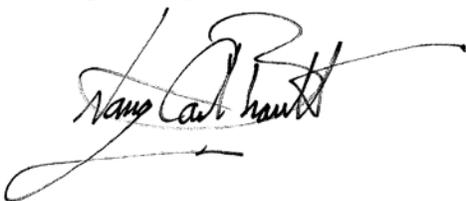
4. 2017 Board Meeting Schedule

Brault suggested changing board meeting dates to the second Tuesday of the month to allow additional time for the development of end of month board reports. Krajewski agreed to prepare a draft meeting schedule for Board review.

I. Adjournment

A MOTION was made by Condon, seconded by Lieto to adjourn at 9:27 pm.
MOTION CARRIED UNANIMOUSLY.

Respectfully submitted,



Nancy Carol Brault, MPH, RS
Director of Health

REVIEWED AND APPROVED BY THE BOARD, NOVEMBER 15, 2016