

DISTRICT BOARD OF HEALTH

Thursday, September 12, 2024
3:00 p.m.
Bristol-Burlington Health District Office
240 Stafford Avenue
Bristol, CT 06010

AGENDA

- 1. Audience Participation (5 Minutes)**
- 2. Approval of Board of Health Meeting Minutes of July 11, 2024 (5 Minutes)**
- 3. Approval of Bills paid in July, August, 2024 (5 Minutes)**
- 4. Old Business**
 - a. Designate fund balance (20 Minutes)**
- 5. New Business**
 - a. Report from the Finance Committee (10 Minutes)**
 - b. Board self-evaluation (15 Minutes)**
 - c. Updates:**
 - i. Relocation of BBHD (5 Minutes)**
 - ii. Strategic Plan (10 Minutes)**
- 6. Monthly Reports: Director of Health, Sr. Dental Clinic, School Dental, School Health, Public Health and Environmental Health (15 Minutes)**
- 7. Anticipated Executive Session relating to legal matters associated with Reworld and employee matters.**
- 8. Adjournment**

BOARD OF HEALTH MEETING

MINUTES

July 11, 2024

A meeting of the Bristol-Burlington Health District's Board of Health was held in the Bristol-Burlington Health District Office, 240 Stafford Avenue, Bristol, Connecticut

Present: James Moylan, Vice Chairman
Shannon Mulz
Jack Lu
Kathy Langlais
Doug Thompson
Robert Wetmore

Bristol liaison: Mayor Jeffrey Caggiano

Staff present: Marco Palmeri, MPH, RS, Director of Health
Louise McGlone, Office Manager, Board of Health Secretary

Audience in Attendance: Joshua Plourde, Burlington, CT
Mark Nickel, Cross Sector Consulting

The meeting was called to order by Vice Chairman Moylan at 3:03 p.m.

1. Audience Participation

Mr. Nickel, a strategic planner with Cross Sector Consulting, presented to the Board of Health an overview of a strategic plan. There was open discussion surrounding what steps should be taken as well as the practicality of what is needed and what the board's goals are.

Joshua Plourde of Burlington, CT will be taking over the Burlington Representative position on BBHD's Board of Health after Mr. Thompson's formal resignation to the City of Bristol.

2. Approval of the Board of Health Meeting Minutes June 13, 2024

Motion by Doug Thompson, seconded by Kathy Langlais to approve the Board of Health Meeting Minutes of June 13, 2024.

All in Favor. Motion carried.

3. Approval of Bills paid in June, 2024

Motion by Doug Thompson, seconded by Kathy Langlais to approve the June, 2024 bills.

All in Favor. Motion carried.

4. Monthly Reports: Director of Health, Senior Dental Clinic, School Health, School Dental, Public Health and Environmental Health.

Director Palmeri begins by introducing a new Burlington Representative who will be taking over in August, 2024 for Doug Thompson. There is brief discussion surrounding the next steps to take for Mr. Thompson to formally resign from his board position. Director Palmeri thanks Mr. Thompson for his service. Mrs. Mulz has formally resigned from the Chairman of the Board position. Director Palmeri and all board members thank Mrs. Mulz for her service and contribution to the BBHD Board as well as continuing as a member on the BBHD Board of Health.

Director Palmeri goes over his Director's Report, beginning with environmental health. In the summer, heat waves and heavy rainfall can create issues for natural bodies of water, which BBHD samples and has evaluated by a laboratory. Keeping natural bodies of water open has been a struggle due to contamination from natural occurrences. Director Palmeri made very clear that water contamination is a health and safety concern which is why BBHD tests these and the water of swimming pools/ splash pads regularly. Director Palmeri also notes that a handwashing station and presentation at the Bristol Arts and Innovation Magnet School (BAIMS) was a big hit at the event.

Director Palmeri moves on to touch on Housing Code Enforcement, noting complaints regarding a lack of air conditioning in places such as congregate housing. There is no law regarding the need for air conditioning and therefore is a struggle to assist with. Director Palmeri discussed the area cooling centers and encourages those who can take advantage to do so. There are also issues with transportation to and from these facilities, making them less accessible to those who may need them.

Director Palmeri goes over the School Dental Program, noting that BBHD has submitted much more in Husky Dental claims this past Fiscal Year, and that this could reduce the monetary burden to the City of Bristol for these services. There is brief discussion regarding BBHD's office move and the possibility of seeing more senior dental patients outside of the program, which is currently only for Sr. Center members.

Director Palmeri goes over the School Health Program, noting school has ended in June. Director Palmeri announces with enthusiasm one of BBHD's Health Aides has earned her BSN and another is working toward her RN. BBHD assists with tuition reimbursement for those employees who are earning degrees which could better the services offered by BBHD and are applicable to either their current position or other District programs. BBHD is an official partner with CCSU for their RN program, which we provide internships and learning opportunities for.

Director Palmeri goes over Community Health, noting there have been fifty-eight (58) camp staff trained on QPR (question, persuade, refer). This training teaches individuals to recognize when someone is in crisis, or presenting signs that they may be contemplating suicide.

Director Palmeri goes over BBHD's events and initiatives, announcing BBHD has come out with our very first Vaccine Provider Coalition Newsletter. This, with the collaboration of organizations such as Bristol Health, CHC and Wheeler Clinic, will be shared with schools, day care centers, hospitals, pharmacies as well as on our website. BBHD has also established two billboards within our district for Measles Awareness, which will switch over to the topics of Cold/ Flu/ Covid. There is also brief discussion regarding a QR code created by Yale New Haven Hospital which is for the prevention of overdose and to assist those in crisis as well as with medication needs. BBHD's Public Health Nurses have attended two recent events related to their program which were very educational and insightful.

Mayor Caggiano informs the BOH of more assistance with homelessness to come, stating that collaboration is key.

Director Palmeri announces a bullying prevention program, created by one of BBHD's interns, which will be a coping skills curriculum for school aged children. BBHD is creating an iClicker Survey for this program which will allow those taking the survey to answer survey questions anonymously by using an electronic device to record answers.

Director Palmeri states that BBHD is looking to purchase a HIPPA compliant program for records keeping. More information to come regarding this program.

5. New Business

a. Discussion and vote for Chairman and Vice Chairman of the BBHD Board of Health.

1. Vice Chairman Moylan initiates a discussion regarding a new Chairperson as well as Vice Chairperson. The board unanimously agrees that Jim Moylan would be a great fit for the Chairman of the Board and that Jack Lu would be fitting for the Vice Chairman position.

Motion by Jack Lu, seconded by Shannon Mulz to nominate and appoint Jim Moylan as BBHD's new Chairman of the Board.

All in Favor. Motion carried.

Motion by Shannon Mulz, seconded by Doug Thompson to nominate and appoint Jack Lu as BBHD's new Vice Chairman of the Board.

All in Favor. Motion carried.

b. Motion to cancel the Board Meeting of August, 2024.

1. Brief discussion by the board regarding having an August 2024 board meeting.

Motion by Doug Thompson, seconded by Robert Wetmore to cancel the BOH meeting of August, 2024.

All in Favor. Motion carried.

6. Old Business

7. Adjournment

Meeting adjourned by Chairman Moylan at 4:55 p.m.

Respectfully submitted,



Marco Palmeri, MPH, RS
Director of Health

JULY 2024
BILLS
FY 24-25

FICA	\$ 23,613.90
LIABILITY INSURANCE: PROF/COMM/BOND LIABILITY & CIRMA - Core	\$ 3,064.02
- School Health Program	\$ 17,553.50
- School Dental Program	\$ 1,640.03
- Housing Program	\$ 1,171.45
POSTAGE	
RENT & FUEL SURCHARGE	
LEGAL FEES	\$ 5,804.00
LEGAL FEES - School Health (Shipman & Goodwin)	
CORE MISC	
CORE -	
-PROFESSIONAL FEES	\$ 24,600.98
-KRONOS	\$ 259.05
-EQUIPMENT MAINTENANCE	\$ 2,850.06
-TELEPHONE	\$ 578.32
-TRAVEL REIMBURSEMENT	
-PRINTING & BINDING	
- ADVERTISING	
-PROGRAM SUPPLIES	\$ 439.52
-MOTOR FUELS	
-OFFICE SUPPLIES	\$ 380.84
-CONF. & MEMBERSHIPS	\$ 956.44
-MISCELLANEOUS	\$ 200.00
HOUSING	
-PROFESSIONAL FEES	
-TELEPHONE	\$ 38.78
-TRAVEL REIMBURSEMENT	
-PROGRAM SUPPLIES	
-CONFERENCE	
SCHOOL DENTAL	
-TRAVEL	
-PROGRAM SUPPLIES	
-MACHINERY & EQUIPMENT	
-CONFERENCE & MEMBERSHIP	
SCHOOL HEALTH	
-PROFESSIONAL FEES	\$ 391.31
-EQUIPMENT	
-TELEPHONE	\$ 38.78
-TRAVEL REIMBURSEMENT	
-PROGRAM SUPPLIES	
-CONFERENCE & MEMBERSHIP	
EMERG GRANT	
-TELEPHONE	\$ 116.34
CDCY3 GRANT	
-CONF. & MEMBERSHIPS	
-PROGRAM SUPPLIES	
-PROFESSIONAL FEES	
ELC24 GRANT	
-PROGRAM SUPPLIES	
-PROF. FEES	
-ADMIN FEES	
-REPAIRS AND MAINTENANCE	
-AUTO INSURANCE	
-MOTOR FUELS	
-OFFICE SUPPLIES	
-VEHICLE LEASE	
IMM25 GRANT	
-PROF. FEES	\$ 8,763.51
-PROG SUPPLIES	
WFD24 GRANT	
-PROF. FEES	\$ 6,260.00
-CONF. & MEMBEBSHIP	\$ 30.00
-PROG. SUPPLIES	
LEAD GRANT	
-PROF. FEES	\$ 1,480.00
-PROG. SUPPLIES	
Total:	\$ 100,230.83

AUGUST 2024
BILLS
FY 24-25

FICA	\$ 36,391.64	
LIABILITY INSURANCE: PROF/COMM/BOND LIABILITY & CIRMA - Core		
- School Health Program		
- School Dental Program		
- Housing Program		
POSTAGE	\$ 300.09	
RENT & FUEL SURCHARGE		
LEGAL FEES	\$ 2,641.50	
LEGAL FEES - School Health (Shipman & Goodwin)		
CORE MISC		
CORE -		
-PROFESSIONAL FEES	\$ 280.00	
-KRONOS	\$ 518.10	
-EQUIPMENT MAINTENANCE	\$ 492.67	
-TELEPHONE	\$ 579.67	
-TRAVEL REIMBURSEMENT		
-PRINTING & BINDING		
- ADVERTISING	\$ 375.00	
-PROGRAM SUPPLIES	\$ 32.83	
-MOTOR FUELS		
-OFFICE SUPPLIES	\$ 157.74	
-CONF. & MEMBERSHIPS		
-MISCELLANEOUS		
HOUSING		
-PROFESSIONAL FEES	\$ 40.00	
-TELEPHONE	\$ 38.78	
-TRAVEL REIMBURSEMENT		
-PROGRAM SUPPLIES	\$ 100.00	
-CONFERENCE		
SCHOOL DENTAL		
-TRAVEL		
-PROGRAM SUPPLIES		
-MACHINERY & EQUIPMENT		
-CONFERENCE & MEMBERSHIP		
SCHOOL HEALTH		
-PROFESSIONAL FEES	\$ 104.00	
-EQUIPMENT		
-TELEPHONE	\$ 38.78	
-TRAVEL REIMBURSEMENT		
-PROGRAM SUPPLIES	\$ 100.00	
-CONFERENCE & MEMBERSHIP		
EMERG GRANT	\$ 121.34	
-TELEPHONE		
CDCY3 GRANT		
-CONF. & MEMBERSHIPS		
-PROGRAM SUPPLIES	\$ 13,047.43	
-PROFESSIONAL FEES		
ELC24 GRANT		
-PROGRAM SUPPLIES		
-PROF. FEES		
-ADMIN FEES		
-REPAIRS AND MAINTENANCE		
-AUTO INSURANCE		
-MOTOR FUELS		
-OFFICE SUPPLIES		
-VEHICLE LEASE		
IMM25 GRANT		
-PROF. FEES	\$ 9,320.37	
-PROG SUPPLIES	\$ 2,227.50	
WFD24 GRANT		
-PROF. FEES	\$ 6,412.50	
-CONF. & MEMBERSHIP	\$ 350.00	
-PROG. SUPPLIES		
LEAD GRANT		
-PROF. FEES	\$ 470.00	
-PROG. SUPPLIES		
Total:	\$ 74,139.94	